

## CARLTON COLVILLE TOWN COUNCIL

### MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 1 October 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.45 pm.

Minutes draft until signed.

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

The Chairman welcomed Town Councillors and County Cllr Sonia Barker and District Cllrs Paul Light and Kathleen Grant, and Members of the Public.

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

Town Council Members present were: Chairman Alistair Mackie, Vice-Chairman Jill Tyler, Derek Fletcher, Christine Fair, Bill Mountford, Tony Tibbitt, David Kindred, Peter Tyler and Jack Green.

Apologies were received, noted and accepted from Cllr Julie Hall.

It was noted that the Declaration of Acceptance of Office was signed and received from Cllr Peter Tyler and the Declaration of Acceptance of Chairmanship was signed and received from Cllr Alistair Mackie

PCSO Steve Wicks and Sandra Ward from the transport museum sent apologies.

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

None received

#### **1d) To consider applications for dispensation**

None received

#### **e) To suspend Standing Order 1m according to the amendment of the 1960**

#### **Act by the Openness of Local Government Bodies Regulations 2014**

This was suspended.

### **2 To approve and sign the minutes of the Town Council Meeting held on 3 September 2014**

Approval of Minutes as a true record of the Meeting held on 3 September 2014 was proposed and seconded by Cllrs Jack Green and Tony Tibbitt and agreed by all.

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

The Meeting was adjourned at 7.50 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.***

#### **3A to receive reports**

**Reports were received from the following:**

##### **i) The Police**

See attachment for report provided.

##### **ii) Waveney District Councillors**

District Cllr Paul Light's report had been circulated, see attachment. There were no reports from District Cllrs Kathleen Grant or Jose Bamonde.

Cllr Light asked that Members advise him of hedges that need cutting as he and County Cllr Sonia Barker were making a check on hedges in Carlton Colville.

### **iii) Suffolk County Councillors**

C Cllr Sonia Barker gave a report. See attached

Cllr Barker also advised of a Self-Empowering Fund available for local projects and also advised that road safety signs advising of children crossing the road should be installed at Grove Road by the third week of October.

### **iv) East Anglia Transport Museum**

Sandra Ward sent a report. See attachment.

### **iv) The Clerk**

This had been circulated. See attachment

### **v) Carlton Colville Youth Council**

The Youth Council had written to local schools asking for questionnaires about facilities in Carlton Colville to be circulated in schools.

### **vi) Allotment holders meeting**

Cllr Jack Green had attended this on 24 September 2014.

Points raised had included whether the water bills were domestic or business rate; whether incinerators were allowed; whether the paths between allotments would be cut; having a suggestion box placed beside the soon to be installed noticeboard. It was noted that allotment holders' agreements were annual and that advice from the Allotment Association was available for matters including fire regulations but that it would be necessary to join the Allotments Association to obtain advice; cutting of paths between allotments would be left to the allotment holders; hosepipes were not allowed; water charges would be looked into

### **vii) Carlton Colville Community Centre Committee**

Cllr Jack Green had attended this on 30 September 2014

It was noted that a key was needed for the new rubbish bin; the next indoor boot sale was oversubscribed so it would not be possible to hold a Town Council surgery there; a litter pick was discussed and a suggested date made but a revised date might need to be arranged; meetings were public for all to attend.

### **3B To receive questions and input from the Public**

A question was raised from the public about whether there was any building planned at the top of Shaw Avenue. It was agreed to seek advice from Waveney District Council.

There were no more questions at this point and District and County Councillors left the Meeting.

The Meeting reopened at 8.55 pm

### **4 To receive an update on actions from the previous meeting of 3 September 2014**

Evidence had been sent to Suffolk Association of Local Councils (Salc) about devolution of Services and Community Agents describing the Town Council employment of youth workers Feedback on Highways Area Offices and Our Place was sent to inform Salc's response to these two issues being scrutinised by Salc.

Allotment holders were notified with regard to forming a committee and a meeting has been arranged. See above

The newsletter had been entered into SAIC competition, and the website would be entered.

Update to Cllr Jill Tyler from Peter Aldous on information about redundant school premises Response from Gisleham Parish Council about lorries and Cherry Lane, signage to the premises being looked into.

### **5 to receive details of any correspondence of importance for Council to consider not received elsewhere**

Notification of East Suffolk Partnership Forum Friday 21 November 2014

Salc AGM on 12 November at 7.00 pm.

### **6 to confirm receipt of minutes from Meetings held since 3 September 2014**

Planning Committee Meeting 17 September 2014. These were received

Amenities Committee Meeting held 17 September 2014. These were received

**7 To agree cheques. These will be signed after the Meeting has been closed.**

See attachment

These were agreed by all Members.

**8 To receive most recent bank and budget figures for current year and receive suggestions for projects for 2015 to 2016**

These were received.

The following projects were suggested: play equipment installations and updates on open spaces and at Carlton Colville Community Centre; bus shelter installation to include a rolling plan of one bus shelter each year where required; a project for the benefit of older people; celebration and remembrance events . It was noted that a depreciation budget should be included.

**9 To receive the external auditor report that the Annual Return for the year ending 31 March 2014 is in accordance with proper practices and to note Town Council approval and acceptance of the Annual Return for the year ending 31 March 2014**

The external report was received. The Annual Return for the year ended 31 March 2014 was approved and accepted by all.

**10 To receive a model Safeguarding Policy in relation to Town Council Interaction with Young People and vulnerable adults and to agree its adoption**

This had been received and circulated but would be deferred to the next meeting when it had been read by all Members .

**11 To agree the following Policies required by the Disclosure and Barring Service:**

**1 ex-offenders policy**

**2 code of practice on storage and handling**

It was now agreed by all that the agreement of these two policies should go ahead. This was proposed and seconded by Cllrs Jill Tyler and Christine Fair and agreed by all.

This reversed the proposal made at agenda item 10 of August 2014 Town Council Meeting that a Safeguarding Policy should be in place before continuing with this.

**12 To receive agree and sign a Disclosure and Barring Service Disclosure Umbrella Agreement**

It was now agreed by all that this agreement of should go ahead. This was proposed and seconded by Cllrs Jill Tyler and Christine Fair and agreed by all. This reversed the proposal made at agenda item 10 of August 2014 Town Council Meeting that a Safeguarding Policy should be in place before continuing with this.

**13 To agree the following updates are to be included in Standing Orders:**

Amendment of 1960 Act by the Openness of Local Government Bodies

Regulations 2014 and consequent removal of item 1m from Standing Orders

Alteration to time of Amenities Committee Meetings.

These were agree by all being proposed and seconded by Cllrs Jill Tyler and Christine Fair.

**14 To receive information regarding problems on the green space at Matlock Dale and to determine what course of action needs to be taken to address this long standing problem.**

This item to be an agenda item until next action taken. Cllr Jill Tyler advised that youths are being encouraged to play elsewhere and that WDC Officer is looking into projects to encourage this.

**15 To confirm arrangements for the next Town Council surgery which will be held at the Carlton Colville Community Centre Indoor Car Boot Sale in October**

As the boot sale was oversubscribed it was agreed by all to hold the surgery at Famona Road on 25 October 2014.

**16 To receive update on building of proposed Town Council room.**

Cllr Jack Green had met the architect and the plans were in the process of being drawn up.

**17 Matters in abeyance and for next Meeting**

Community Led Planning

To consider the Town Council Emergency Response Plan and use of Newsletter and website

In the collection of names for emergency plan; Remembrance Day service

**18 Close Meeting**

There being no further matters the Meeting closed at 9.15 pm

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

Minutes October Town Council Meeting 2014

Payments for consideration

Clerks wages for September 2014 chq 1851		paid 17/09/14
HM Revenue and Customs chq 1852	£451.02	
J Green expenses and mileage chq 1853	£20.30	
External auditors chq 1854	£360	
CDS paper chq 1855	£7.90	
Annual Insurance chq 1856	£381.84	
Internal Auditor chq 1857	£50	
SAlc payroll services for 6 months chq 1858	£50.40	
Clerk Mileage for training module 7 cilca chq 1859	£44.10	
Newsletter distribution by archant. Re-imburse clerk for payment to archant chq 1860	£175.74	

Carlton Colville Town Council

Clerks report for Meeting 1 October 2014

Arranged Interviews for Town Councillor vacancies  
Arranged for printing and delivery of newsletter following Cllr Green doing the newsletter again  
Sent newsletters to Salc for competition entry  
Asked Police to include Carlton Colville Community Centre on their rounds  
Asked allotment holders committee to arrange a meeting  
Updated Allotment holder list  
Responded to salc with example of TC devolution of service, re Youth Workers  
Responded to salc re questionnaire about Highways and Open Place  
Requested W Norse cut dog walk at Carlton Colville Community Centre  
Forwarded information from Wildlife Trust about speakers to local WI groups  
Liaised with Grove Rd Neighbourhood Watch and Lowestoft Highways re traffic signage warning of school children  
Requested again that vegetation be removed from Hall Road pavement  
Requested advice re installation of benches  
Wrote to WDC again re provision of bin at Matlock Dale  
Ordered wreath for November Remembrance service, this has been delivered  
Ordered Christmas tree  
Attended training for General Power of Competence at Salc  
Did Journal Report

Carlton Colville Town Council police report

28/08/2014 – 23/09/2014

There have been 10 recorded crimes for this period.

1x Common assault

1x Malicious communication

1x Theft from motor vehicle

2x Criminal damage vehicle

1x Criminal damage other

1X Exposure

1x Burglary other building

1x Dangerous dog causing injury

1x Attempted Murder

(Above relates to a domestic incident and there is no risk to the general public)

For information there will be a public meeting

7<sup>th</sup> October at 6pm

United Reformed Church Hall

London Road North

Lowestoft

Come and have your say on what matters to you about public service delivery in Lowestoft.

A panel of representatives from our local public services will be there to answer any questions that you may have about issues in the town.

Report compiled by PcsO 3087 Steve Wicks on behalf of the South Lowestoft Safer Neighbourhood Team.

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM  
SEPTEMBER 2014

The End of Season Gala Weekend on 06 and 07 September attracted over 1,100 visitors with over 700 attending on the Saturday. The majority of visitors for the “after dark” rides arrived earlier in the day and stayed rather than visit just for the evening rides. Museum members came from near and far, including overseas. Many stayed in local accommodation and had meals in restaurants in the vicinity.

Visiting numbers were higher than usual during the rest of September and a survey showed that many were holidaymakers. When the final visitor figures for the season are known we will be able to calculate the impact the museum has on tourism.

Our steamroller “Stormer” was displayed at the Henham Steam Rally.

The tram track is being replaced during the closed season. Much planning has been done for this major engineering project which starts when the season ends.

Behind the scenes work, both on and off site, continues through the closed season.

WDC Cllr Paul Light

I have attended a number of council and Committee meetings this month.

We have received a presentation regarding the Dec. floods and Emergency Planning meetings (from Neil Evans, deputy Hd of Emergency Planning) – I did forward to CCTC information on meeting aimed at Towns & Parishes working together and joint training.

Evidence suggests that flood boards are more effective than sand bags. Homes in flood risk areas find house insurance at a premium, WDC is working to get the best price possible for any resident who would like to do this.

When I was first elected to WDC, six years ago, the Council inherited a potential debt of several million pounds. A lot of difficult decisions have been taken and the last audit of the WDC accounts received an unqualified acceptance. There is now even an emergency reserve fund. This turn around has been achieved with all Cllrs working for the good of Waveney.

There will be no increase in the WDC amount of Council Tax this year making it 5 yrs. without a rise .

Waveney Norse's arborist (P.M.V.) has retired and been replaced by Mr Slake. Paul was always very helpful and often came out to see me several times about problems with trees around the town.

We also had a presentation on Lowestoft Rising which is a unique innovation bringing both professionals and volunteers together to continue to improve opportunities for Lowestoft and its people. By involving a number of agencies there has been an overall reduction in the more serious crimes.

Next open meeting of Lowestoft Rising is : Oct. 7th, 18.00 to 19.30 @ The United Reform Church. London Rd North.

The number of job-seekers has fallen by around 1,000 in past 4 years. There are ongoing efforts to bring more employment opportunities to the area.

The Overview & Scrutiny Committee continue to look at all manner of issues and have a special meeting to look at education and exam results in Lowestoft. Interestingly, there are some 7 buses that take children to schools out of the area – there are also those who commute by train or have parents who deliver them to schools.

WDC has again won a Charter Plus Award for the development of its members.

The future of the Town Hall has been subject to a public consultation. Just 12 people have made any suggestions or visited the open day. There was also the opportunity to have a tour of the building, the only person to do this was a gentleman from the museum with whom I had corresponded (He felt it was made up of too many small rooms).

There is a meeting about Playing Fields at the Town Hall on Oct.28th.

Health East are giving a presentation at the King's Centre on Nov. 3rd 15.00 to 17.00.

General

The result of the adult Mental Health Consultation was released last week.

This can be seen on the WDC web site and makes interesting reading.

I wrote to the consultation on behalf of several residents with our worries and spoke to Peter Aldous about the various concerns residents had spoken to me about.

I attended the protest meeting outside Carlton Court and heard more of the concerns of those there. From my conversations with Mr Aldous I knew he was meeting with the CEO of the Clinical Commissioning Group that week so I made sure he was aware of any additional fears for the future of the service.

These included the great concern that two wards were closed, before the consultation, and that there is not enough capacity to meet even present needs. Unfortunately, many of the decisions that appear to have created the problems were made by the Norfolk & Suffolk Trust before the CCG took over.

The result of the consultation does look to be reasonable, under the circumstances they inherited, with Carlton Court becoming a centre of excellence for Dementia care.

I attended the AGM of the CCG and heard that there had been marked improvements across Waveney since these took over some 15 months ago. E.g.:-

Our 111 service is the only one to receive a 'good' rating across the UK.

A system called 'Eclipse' has been adopted by all surgeries and allows a doctor to access comprehensive notes on every patient. This has won 3 national awards.

The performance of the A&E Dept of the JPH was rated 7th in the UK.

Hospital Boards are now responsible for ensuring safe staffing levels.

I obtained a copy of the annual report for the TC – this can also be found on the internet.

I asked if it was economical to re-employ staff made redundant when the wards closed as bank staff. I was assured that there were to be no redundancies and that there is a shortage of qualified staff.

I have also attend a training course at Lowestoft College..

Carlton Colville

One of the biggest causes of complaint I receive is about overgrown trees and hedges covering footpaths. I had arranged to go round the town with Cllr Byatt several weeks ago. Unfortunately, this has not been possible. Cllr Barker has kindly agreed to step in.

I have been following up the use of the un-adopted road by WN lorries. I have not had any further reports of this happening. Is it possible to have the contact details of the residents who contacted the TC about this so I can make sure the issue has been resolved?

Last year the Town Council kindly purchased a bin to replace the one vandalised on the Hall Rd Community Centre play area. There is an on going problem with litter and I was asked if there is a date when this might be installed?

I always try and keep residents updated on progress being made when ever possible. Is there any development to the problem of horses escaping onto the Golf Course and Beccles Rd?

**CARLTON COLVILLE TOWN COUNCIL**

**COUNCIL MEETING – WEDNESDAY 1<sup>st</sup> October, 2014**

**Report by County Councillors:  
Cllr Sonia Barker & Cllr Peter Byatt**

Suffolk County Councillors for the Pakefield Division which includes  
Carlton Colville

**1. Suffolk County Council matters:-**

For the information of Carlton Colville Town Councillors: Cllr Peter Byatt went into hospital for an operation on the 22<sup>nd</sup> August, 2014 and due to complications has remained in the ICU up to the date of this report (26.9.14). Cllr Barker informed the Clerk during early September, 2014 so that Councillors were aware of the situation. Cllr Byatt's County Council responsibilities have been covered (where possible) by substitutions via the Suffolk Labour Group and his casework has been referred to Cllr Barker.

**Meetings involving Cllr Sonia Barker:-**

**1. Education and Children's Services Scrutiny Committee – 11.9.14**

**The following issues were scrutinized:-**

- New Operating Model for Children's Services - `Making Every Intervention Count (MEIC)** How SCC is to deal with the reduction in funding to CYP Services – the phrase `We will have to give up some things we are used to doing` was questioned in depth.
- Suffolk Learning Partnership** (intro of Ms Nikki Edwards – new Assistant Director of Education)
- Children's Centres** – Consultation and Decision Process – **deadline for consultation 16.10.14** (local Children's Centres potentially affected in the consultation: Roman Hill to be `merged` to The Ark (north Lowestoft) and Reydon/Southwold to be `merged` to Halesworth).

**There are no proposed changes to The Uplands in Carlton Colville, Kirkley Children's Centre, or Village Rise Children's Centre in North Lowestoft.**

**Information Bulletin regarding GCSE and A Level results (which have yet to be verified).**

The GCSE results in Lowestoft were disappointing (5 A\* to C including English & Maths): The average of the three High Schools BBHS (36%) Denes (OAT Academy) (28%), East Point (Academy) (33%) an

average of 32% for Lowestoft - the national average is c64%. The Suffolk average was given as 56% (4/5 of High school results to date)

**The Waveney average is 41.4% when Bungay High (46%) and SJLHS (63%) are factored into the figures. More on this to follow once verified figures are known.**

1. **SOR REVIEW Strategy Group Meeting on 17<sup>th</sup> September, 2014**

Cllr Barker attended the meeting where the next stage of the SOR was considered for Bury St. Edmunds and the final costings of the Pakefield High School looking towards the final stage were considered.

2. **SCC Full Council Meeting on Thursday 18<sup>th</sup> September, 2014**

**Questions from the public:-**

- Concerns from residents re student car parking at `One` Sixth Form College in Ipswich
- The cost of £540 (£180 per term) for transporting Sixth form students to their education and training place.

The following items were also discussed and debated at the above-mentioned meeting

**Motion from the Suffolk Labour Group:**

*This Council supports the introduction of payment of the Living wage to all of its directly engaged staff and resolves to extend the Living Wage to all its contracted and subcontracted staff. The Motion was lost (41 against 21 for 2 abs).*

Other issues of local interest:-

- Suffolk Flood Review on the Tidal Surge on the 4/5/6 December, 2013
- Lowestoft Flood Alleviation Scheme – continues to be developed – a bid has been put in at national level.

1. **CURRENT CARLTON COLVILLE TOWN COUNCIL RELATED MATTERS:-**

**SCC Highways Issues:-**

- Cllr Barker chased up the issue of the changes to the Bloodmoor roundabout which to date have not happened – this is still on going. (The meeting was held during January, 2014).
- Safety Signs for the approach to The Grove School have been delayed but should be in place by the second or third week in October according to SCC Highways Dept. The delay has been caused at the Contractors end.

## 1. Carlton Colville CP School update:-

To recap: During a meeting at the school on the 1<sup>st</sup> April, 2014 Suffolk County Council portfolio holder for Roads and Transport Cllr Graham Newman said ***“It is early days but we looked at a number of proposals and agreed to study two or three of them in more detail, as informal discussion with residents in the surrounding area will need to take place first”***

Cllr Barker has chased on behalf of the Carlton Colville community persistently since the end of May as the three feasibility options have taken to date five and a half months to the 19<sup>th</sup> September, 2014 when Cllr Barker received the three feasibility option details. (alongside others who attended the meeting on the 1<sup>st</sup> April, 2014). Cllr Barker has consistently reminded Mike Mottram the Suffolk County Council Road Safety Officer and Cllr Graham Newman – Cabinet member with responsibility for Roads and Transport to speed up the entire process including the need for residents to be informally consulted. Cllr Barker is still awaiting a reply on this particular issue and will update CCTC at the meeting of progress made to date.

## 2. Other Meetings/Events of Interest/Locality Budget:-

**Suffolk Empowering Communities Fund – a new one off fund from now until end March 2015 which may be of interest to CCTC – Cllr Barker to outline at the meeting.**

- Cllr Barker was invited to the official opening of Phase two of Pakefield High School which she attended on the evening of the 18<sup>th</sup> September, 2014. There was a tour of the school and entertainment from very talented dancers, singers and musicians.
- Beccles `Free` School – as communicated to the Clerk during the summer Cllr Barker confirmed from emails she had received from Gavin Bultitude at SCC CYP the `old` lower school (Beccles Middle School) would from September, 2014 be the home of the school. Cllr Barker emailed Seckford Trust to gain the information required and suggested they leaflet the surrounding area of their neighbours so people are aware of what their plans are going forward. Cllr Barker also called round to near neighbours to inform them of the situation and also to explain that the `old` school would be left semi -open over the next academic year (2014/15) and that the site would be made safe for that period by the Seckford Trust that runs the `free` school.
- Cllr Byatt & Cllr Barker pooled £1400 of their locality budget to pay for young people from all over Lowestoft to enjoy beach activities during the summer months (including young people from Carlton Colville). The activities were organised through WDC.

### Other Locality Budget recipients:-

- The first Lowestoft Model Engineering and Model Making Exhibition being held at Pakefield High school on the 25<sup>th</sup> & 26<sup>th</sup> October, 2014
- Lowestoft & Plaisir Twinning Association – money towards publicity boards to promote the Association across Lowestoft and nearby villages.

- ☒ Plaques in Sparrow`s Nest Park & at the Lowestoft Railway Station to commemorate the centenary of the start of the First World War and the part played by Lowestoft`s fishermen in the war effort at sea.

**Other Information of Interest:**

Suffolk Skills Show experience on the 22<sup>nd</sup> October, 2014 at Trinity Park Ipswich.

SVB 26.9.14