

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 7 May 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until signed.

1 a) To elect a chairman

The Vice-Chairman, Cllr Julie Hall chaired the election. No nominations were accepted. Cllr Julie Hall then offered to accept Chairmanship if nominated and Cllr Jill Tyler nominated Cllr Julie Hall and Cllr Jack Green seconded this and all agreed and it was resolved that Cllr Hall be Chairman.

1b) To elect a vice-chairman

Cllrs Julie Hall and Jack Green proposed and seconded Cllr Jill Tyler and all agreed and the nomination was accepted. There were no other nominations.

1c) Declaration of acceptance of office by Chairman

Cllr Julie Hall accepted signed declaration of acceptance

1d) Declaration of acceptance of office by any newly elected councillors

There were no newly elected councillors

1e) To note members present and to receive any apologies for absence

All Members were present: Cllrs Julie Hall, Jill Tyler, Derek Fletcher, Tony Tibbitt, Alistair Mackie, Bill Mountford, David Kindred, Wendy Miles, Jack Green, Christine Fair
Also in attendance were PCSO Justin Winn and SCC Cllr Sonia Barker and members of the public.

1f) To receive any declarations of interest regarding the agenda

Cllr Jack Green declared an interest in item 13

1g) To Consider applications for dispensation

Dispensation was given as there was no pecuniary interest and Cllr Green was providing information.

1h) To elect committee members to include: Planning, Amenities, Finance and Personnel Committees, Public transport representative, Youth representative, Allotments working party, Council Room working party, Pools Trust.

The following committee membership was agreed:

Planning: Cllrs Derek Fletcher, Alistair Mackie, Tony Tibbitt, Jill Tyler

Amenities: Cllrs Tony Tibbitt, David Kindred, Jack Green, Wendy Miles

Allotments working party: Cllrs Derek Fletcher, Jack Green,

Council Room working party: Cllrs Alistair Mackie, Jack Green, Jill Tyler

Finance and Personnel: Cllrs Jill Tyler, Christine Fair, Julie Hall, Wendy Miles, Alistair Mackie

Youth representative: Cllr Jill Tyler

Public transport representative Alistair Mackie

Pools Trust: Cllr Derek Fletcher

2 To approve and sign the minutes of the Town Council Meeting held on 2 April 2014

Approval of Minutes of the Meeting held on 2 April 2014 was proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and agreed by all.

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

Police attendance requested at current meeting

106 payments - WDC advised that it would make payment from 106 monies direct to contractors for work on allotments and reimburse town council for payments already made. Contractors had received payment

Scribe license - Finance and Personnel committee recommendation of purchase of second scribe license at a later date but only if this was found to be necessary.

Allotments- The skip had been provided and Cllr Peter Tyler had liaised throughout. Rental payments had been banked and receipts issued to holders. Boundaries are to be checked due to extension of some fencing. An Allotments committee is to be set up with a Town Councillor to act as a representative on the committee. The Water Company had advised that a water meter was in place and that all connections are correct. The Journal had attended the opening. Further enquiries had been received for allotments.

Annual Parish Meeting for 21 May 2014 – The WI had been contacted about the possibility of providing refreshments; local groups had been invited. The Journal is to be contacted.

Surgeries – Cllr David Kindred had produced a leaflet and this was now printed; the gazebo had been delivered but had been found to be too large. Members agreed that it should be returned. Currently Cllr Hall was the only member who could attend. The Clerk would accompany Cllr Hall.

Newsletter - this is ready for delivery

Town Council IT equipment - PC is in need of immediate replacement. It was agreed that purchase of this should go ahead.

4 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.25 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

PCSO Justin Winn explained that the Police had been absent from recent Town Council meetings due to urgent need for their presence elsewhere.

He reported:

There had been a police presence every other day at the Carlton Colville Primary School at school times but that most parking problems were not caused by illegal parking but by inadequate road conditions.

There had been speed guns in use at Chapel Road and at The Street / Famona Road junction

See attachment for report provided.

b) To receive a report from Waveney District Council

This was received from District Cllr Paul Light. See attachment.

c) To receive a report from Suffolk County Council

County Cllr Barker read out a report, See attachment.

Cllr Barker advised that the corner at Secrets Corner is being monitored for traffic safety..

Members asked Cllr Barker to look into who had bought the land at Castleton Avenue and what would be happening to the school building at Chapel Road if the free school moved out

g) To receive the Chairman's report.

See attachment.

h) To receive the Clerk's report

See attachment.

i) To receive questions and input from the Public

The Meeting resumed at 8.10 pm.

5a) To receive details of any correspondence of importance for Council to consider not received elsewhere

Notification of Resignation of Cllr Peter Tyler

Members noted resignation and thanked Peter Tyler for all his work on the Council and particularly for all his work on the allotments project.

Youth workers notification of termination of their Impact youth work.

Members agreed to thank the Impact team for their work with the Youth and to ask their advice of where to find alternative resource for the youth.

The updated Safeguarding Children and Vulnerable Adults Policy from Carlton Colville Methodist Church was received

Training opportunities.

It was agreed that Cllr Jack Green would attend training on 22 May for Funding Applications.

5b To confirm receipt of minutes from Meetings held since 2 April 014:

Planning Committee Meeting 15 April 2014

Amenities Committee Meeting 15 April 2014

Finance and Personnel Meeting 8 April 2014

These had been received by all.

6 To agree cheques for signature. These will be signed after the Meeting has been closed.

See attachment

All agreed

7 To receive income expenditure statement for year ending 31 March 2015 and to ratify virements See item 7 of Minutes of Finance and Personnel Meeting 8 April 2014 and expenditure statement, circulated

The expenditure statement had been circulated prior to the Meeting.

Information about virements had already been received and discussed and accepted at the Finance and Personnel Meeting of 8 April 2014. The information was handed out and would be ratified at the next meeting when all members had had a chance to read it.

8 To approve audit statement for 2014/2015

Section 1 figures were approved but would be signed after the asset list had been updated.

Section 2 was agreed by all, completed and signed.

9 To receive list of street furniture requests for 2014/2015

There were no further requests but the notice boards at Airedale and at the allotment site were still to be ordered and installed. These would be ordered and a contractor contacted for installation.

10 To review Standing Orders, circulated

The most recently updated Standing Orders had been circulated. As not all Members had been able to save the updated version it was agreed to revisit the item at the next Council Meeting. The Standing Orders were on the website and Cllr David Kindred agreed to check that these were the most recently updated ones and instruct Members of how to access them there.

11 To review Terms of Reference for committees, circulated

These would be reviewed at the next meeting

12 To review Council Policies

Policies were an appendix to the current Standing Orders but not all had been rewritten in full, reference having been made to the origins as taken from Prettys solicitors. The inclusion of policies agreed and not yet included in full would be reviewed at the next Meeting.

13 To receive information from Carlton Colville Community Centre about plans for building of a storage room and to consider this in relation to plans for proposed Town Council room.

Cllr Jack Green gave information about proposals for a storage room. Members agreed that discussion would need to take place with the Community Centre about whether some accommodation for a Council room could be included in any developments. A meeting would be arranged

14 To agree immediate purchase of necessary replacement Council IT equipment

It was agreed by all that the Clerk obtain necessary IT equipment. This would include new printer and either a laptop or tower. Proposed and seconded by Cllrs Julie Hall and Jack Green and agreed by all.

15 Allotments, to receive update on boundary of allotments and receive update on allotment committee

Residents on Lowestoft Road had been given permission by WDC to extend their gardens to include the ditch. The clerk was asked to forward copies of this permission to WDC and to request confirmation of boundary of land sold to Carlton Colville Town Council by WDC and for WDC to confirm that the correct boundaries were included in the conveyance.

16 Matters for consideration at future meetings:

Presentation from Post Office representative; items from current meeting – Standing orders, Terms of Reference, Policies, Virements, Audit agreement section 1; Community Led Planning, update from surgery on 17 May.

17 Close Meeting

There being no further matters the Meeting closed at 9.30 pm

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

Minutes Carlton Colville Town Council Meeting 7 May 2014

Payments to be considered

Clerks Wages for April 2014 chq 1794	£844.12	(Paid 15 04 14)
Archant distribute newsletters chq 1801 ERROR NOT USED	£175.73	
Graphic solutions business cards JGreen chq 1802	£18	
Salc annual subscription 20014/2015 chq 1803	£1016	
Bloodmoor Hill Community Centre chq 1804	£17	
Community Action Suffolk annual subscription 20014/2015 chq 1805	£30	
Waveney Norse quarterly cleaning of brick bus shelter chq 1806	£63	
Waveney Norse quarterly cleaning of glass bus shelters chq 1807	£112.50	
Archant distribute newsletters card payment paid by clerk. Cheque payable to Clerk chq 1808	£175.73	
V C Cook skip hire for allotments chq 1809	£178	
Essex and Suffolk Water services 24/3/14 to 31/03/14 chq 1810	£1.03	
Bloodmoor Hill Community Centre chq 1811	£17	
Clerks expenses stationery – bulbs, extra 5 hi-viz vests, envelopes, drawing pins, stamps, desk organiser chq 1812	£67.33	
Internet security subscription chq 1813	£44.99	
Town Council pens for distribution at surgeries card payment paid by Cllr DK Cheque payable to Cllr DK chq 1814	£195.54	
Pop u up gazebo, paid by clerk on 17 April, to be reimbursed but is probably being returned	£219	
IT Equipment chq 1815	£115.65	

CARLTON COLVILLE TOWN COUNCIL
POLICE REPORT FOR THE PERIOD

27/03/14 – 29/04/14

THERE HAVE BEEN 29 CRIMES RECORDED AS FOLLOWS,

3X CRIMINAL DAMAGE VEHICLE

3X CRIMINAL DAMAGE OTHER

1X THEFT FROM MOTOR VEHICLE

3X THEFT OTHER

4X BURGLARY DWELLING

1X HARRASMENT-PURSUE COURSE OF CONDUCT

1X MALICIOUS COMMUNICATIONS

1X POSSESSION CLASS B DRUG

1X PRODUCE CONTROLLED DRUG

1X POSSESS PROHIBITED WEAPON

1X DRIVING A VEHICLE WITH EXCESS ALCOHOL

1X OBSTRUCT RESIST POLICE OFFICER

4X COMMON ASSAULT

1X BREACH OF THE PEACE

3X ASSAULT OCCASIONING ABH

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

**Carlton Colville Town Council
Chairman's Report
for May 2014 Meeting**

Here we are at the end of another year and I feel that it is important to write a final report. During the last year we have achieved a lot together and should feel proud of our achievements.

What have we achieved:

- Borrow Close allotment project
- Winning the award for our work with the Young People
- Building on our website and fb page to be first class sources of information about Carlton Colville.
- Helping to establish a Youth Council in Carlton Colville
- Working with stakeholders to understand the challenges of parking at Carlton Colville Primary School
- Trying to get a post office in Carlton Colville
- Improvements to Teen Shelter area
-

Business as usual:

- Continuing to build good working relationships with other organisations in Carlton Colville
- Provision of a Christmas tree and lights
- More bins and a standardised approach
- Hanging baskets and bulb planting
- Production of Newsbeat Magazine
- Ensuring that Carlton Colville is safe for residents by ensuring that damage to public property is dealt with promptly
- Scrutinising planning applications
- Trying to deal with the dog fouling problem
- Working with local councillors to resolve community problems, namely the Matlock/Harrop Dale green space issues.

I think we would all agree that the allotments project has been our biggest project for some time, although it was not without its difficulties (namely confusion about the advice we were given by WDC's Planning department) we got there in the end. I have been to see the site on several occasions during its construction and spoken to many of the plot holders who are all making head way with developing their plots. The only thing left to do is to set up a committee. We have received many compliments about how the site has been laid out and what we have provided as part of the project; car park, water. Signage and a noticeboard will be installed soon which will complete the project and give the site a formal identity.

The award we received for our work with the youth in our community was a well deserved surprise. The Youth Council is very well established now and is starting to get its survey about the use of open spaces completed.

My only disappointment has been not to have made any progress on the development of our own offices. However, this and developing a Community Led Plan could be the main topics for the coming year.

Well done everyone!

Clerks Report for Town Council Meeting 7 May 2014

Matters included:

Invitations to Town Council Meetings

Asked Police to attend May Town Council Meeting.

Annual Parish Meeting 21 March 2014 at 7.00 pm

Contacted WI re possible provision of refreshments and invited local organizations

Surgery on 17 May

Ordered and took delivery of pop u up gazebo, delivered it to Cllr Jack Green. This turned out to be not so pop u up.

Ordered printing of leaflets

Ordered business cards for Cllr Jack Green

Youth Council

Obtained quotes and ordered business cards as instructed

Rubbish bins

These installed. Still awaiting bill to be forwarded to Badgers

Hanging baskets

Ordered

Newsletter

Liaised with editor Cllr Jack Green to include information provided by Lowestoft museum and local contributors. Arranged for newsletters to be printed and distributed. Distribution arranged for 9 May by Archant. Remaining newsletters including to south of Ashburnham Way for distribution by Town Council

Allotments

Rental payments banked and receipts issued to holders. Boundaries relating to conveyance to be checked due to extension of some fencing. Checked with Water Company that a meter was in place, they advised this was in place and confirmed all connections correct. Logged and replied to further enquiries for allotments. Asked contractor to check a slow infill on water tanks, this turned out to be due to a tap not turned on enough.

Neighbourhood Watch

SCC to install children safety signs being needed at Grove Road

Dogs at Dawdys crossing

Rang Network rail requesting warning signs

Blocked drains at The Street

Reply received that these will be attended to.

Footpath 9a

Reported dislodged sign

Tree at Shaw Avenue

Reported to W Norse the dangerous condition of tree and this was attended to by them

Skateboard Park

Reported graffiti and mattress and attempts at starting fire

Broken railings at Lowstoft Rd end of Castleton Avenue

These reported and to be fixed

April Report 2014 to the Town Council

From D Cllr Paul Light

Unfortunately, due to illness I have not been able to attend any Council or meetings of various Committees I belong to for the past month.

I did write, on behalf of myself and twelve other residents (who had spoken to me about their concerns), to point out the inconsistencies in the Adult Mental Health Consultation and the very worrying implications of each of the proposals. Reducing beds when there is strong evidence of an increasing need; closing wards and making staff redundant and then finding difficulties in recruiting replacements; and making more use of care homes to provide the much needed expert care, were amongst the things that concerned us.

I also wrote to Peter Aldous about the problems being experienced by residents on Chapel Rd because of the problems with the new development. A few days later Mr Aldous called me and I took him to see for himself the problems. We spoke to one of the owners of the Chapel who had met with Badger Building's representative who had agreed to make good the problems they had created.

I received emails re the playing of football at Matlock/Harrop Dale.

I have kept the Town Council (TC) fully informed and copied in various Waveney District Council (WDC) & Waveney Norse (WN) Depts. This week was the first that I have been well enough to go out and my first visit was to the Town Hall to speak to the Community & Police Teams about the problem.

I was not well enough to attend the last WDC Council meeting when the decision to make improvements to the sea wall was taken and when the proposal to reject the Tramways becoming a Tesco Express was discussed. My understanding is that a total of 5 solicitors had said that there was no legal opportunity to reject the Tesco application.

There were lots of alternate suggestions but none appeared to have any legal basis. Going against the legal advice could result in a successful appeal with costs being awarded against Waveney.

Although confined to the house I have managed to reply to all emails – although not as quickly as I would normally done.

I contacted the TC to let them know of a possible problem with a dog bin at Carlton Meadow and of graffiti on the ramps. I also phoned WN to report same and they were “sending someone out that day” to check.

CARLTON COLVILLE TOWN COUNCIL

COUNCIL MEETING – WEDNESDAY 7th MAY, 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:-

- There was no full Council Meeting during April due to the Easter holiday and also due to the electoral period leading up to the European Elections from the 10th April, 2014 to the election on the 22nd May, 2014.
- SCC Cabinet Changes announced today – 30th April, 2014 by the Leader of Suffolk County Council Mark Bee have been attached to this report for information.
- Education Summit (as part of Lowestoft Rising) – SCC focus on Waveney – 1st April, 2014. Cllr Barker attended the Summit where speakers gave various presentations to a large number of Headteachers, teachers, governors, college and FE representatives, employers and representatives of the many agencies in the Waveney area that strive to support and challenge young people to achieve their potential.
- SOR Group (Schools Organisational Review) Meeting held on the 3rd April, 2014 at Endeavour House, Ipswich attended by Cllr Barker . The group are working on the Bury St. Edmunds SOR.
- Schools Forum Meeting held on the 25th April, 2014 was attended by Mr Russell Smith Research Assistant. The forum is made up of representatives from schools across Suffolk.

2. UPDATE ON CURRENT CARLTON COLVILLE TOWN COUNCIL RELATED MATTERS:-

SCC Highways Issues:-

Following various concerns raised from the community and by CCTC Cllr Barker attended a meeting at SCC Highways Department in Clapham Road Lowestoft on the 7th April, 2014 when the following actions were agreed:-

- a. During Mid May (when the new houses at Applewood on Chapel Road start to be occupied) a SCC Highways engineer will check on the parking outside the houses to assess the situation.
- b. There have been concerns expressed by letter from residents in Carlton Cross regarding the possibility of parking restrictions which will go out to consultation.
- c. Grove Road School -- alteration and improvement of signage to improve the safety of pupils and parents/carers on Grove Road will go ahead as requested.

3. Carlton Colville CP School update:-

During a meeting at the school on the 1st 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 Newman repeated his pledge that "exceptional case funding" for schemes to take cars off the road by encouraging more parents to walk their children to the school would be found. Further funds have been committed to the scheme from the locality and highways budgets of county councillors for the Pakefield Division Cllr Sonia Barker and Cllr Peter Byatt and also Gisleham and Kessingland County Councillor Cllr Michael Ladd. Cllr Barker who has campaigned for improvements with the support of Cllr Sandra Gage said "I am delighted that the administration has finally listened to the voice of reason and agreed to move forward on this scheme".

A large number of representatives from the local community attended the meeting including Cllr Barker & Cllr Gage, Cllr Newman, Cllr Ladd, Cllr Chambers, Cllr J Tyler, the Head teacher of Carlton Colville CP school Ms Carol Child as well as governors from the school and the site manager.

4. Other Meetings/Events of Interest:-

Cllr Barker attended a Presentation at The King's Centre Gt. Yarmouth on the 4th April, 2014 organised by East Coast Community Healthcare (which covers Gt. Yarmouth & Waveney) as part of The Royal College of Speech and Language Therapists' giving voice campaign which was extremely enlightening.

Cllr Peter Byatt was on annual leave during April, 2014.

Cllr Barker 30.4.14