

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 2 April 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm

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

The Chairman welcomed Town Councillors and District Cllr Paul Light, and Sandra Ward from the Transport Museum, and youth workers Ian Castro and Debbie Goddard from Impact, and Members of the Public.

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

Town Council Members present: Town Councillors Jill Tyler, Julie Hall, Christine Fair, Wendy Miles, Peter Tyler, David Kindred, Bill Mountford and Derek Fletcher.

Town Councillors absent: Town Councillors Alistair Mackie and Tony Tibbitt and Jack Green.

Apologies were received from Cllrs Alistair Mackie and Tony Tibbitt.

The Police and District Cllr Kathleen Grant and County Cllr Peter Byatt sent apologies  
County Cllr Sonia Barker attends alternate Meetings with County Cllr Peter Byatt.

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

None were received

### **1d) Consider applications for dispensation**

See item 1c.

### **2 To approve and sign the minutes of the Town Council Meeting held on 5 March 2014**

Approval of Minutes of the Meeting held on 5 March 2014 was proposed and seconded by Cllrs Bill Mountford and Peter Tyler and agreed by all.

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

The Meeting was adjourned at 7.08 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.

The Police advised that they had done speed checks at Hall Road. Residents requested again that cars parking illegally should be ticketed and made an example of particularly where pedestrians were being forced to walk into the road as was happening at Carlton Colville Primary School. Residents also reported a tanker being unable to reach a farm neighbouring the school and ambulances being unable to reach houses. The Police had indicated that they would make a police presence available at some school pick up times to discourage illegal parking. Residents requested that speed checks should also be done at Chapel Road.

It was agreed to ask the Police to attend the next Town Council Meeting.

**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 sent a report, See attachment

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

The report was received from Sandra Ward. See attachment.

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

Youth Workers advised that the Impact outreach team was now again meeting with local youths in the evening and the Town Council confirmed again to them the agreement to employ their services in Carlton Colville. Youth Workers advised that they would send a report to coming meetings and they would spend the time with youths on Wednesday evenings and attend meetings if specifically requested. Ian Castro confirmed that he would contact local firm Harrods for help with goal posts for Carlton Colville Community Centre.

**f) To receive a report from the Youth Council**

**g) To receive the Chairman's report.**

**h) To receive the Clerk's report**

See attachment.

**i) To receive questions and input from the Public**

The Meeting resumed at 7.30 pm.

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

A request was sent to the local police inspector for a police presence to be available at some school pick up times at Carlton Colville Primary School to discourage illegal parking as this was a safety concern. This had been agreed to.

A request was sent to SCC Highways for results of any consultation held about Traffic at Carlton Colville and a further request made for a representative to attend a Town Council Meeting. SCC had advised that the consultation had taken place with local residents at The Street and the outcome was perceived to be that residents were happy with existing parking regulations. The Clerk was asked to request a copy of the consultation and details of who it was sent to. SCC also advised that it would be working with SCC councillors with concerns at Chapel Road.

A request was made through the Community News Page for a distributor for the newsletter

A request was made for a quote for adding an additional machine to the Scribe Accounting License.

A request was made for advice about creating a bye-law to keep dogs on leads at play areas. Signs were ordered for the allotment area

An Arrangement was made for a representative from Age UK to attend Annual Meeting of the Parish on 21 May 2014. This would start at 7.30 pm. It was agreed to advertise this in the Journal and newsletter and website and to invite local organisations.

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

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

**Information from WDC about 2007 Dog Control Order.** It was agreed to discuss this at an Amenities Meeting

**Briefing about Cheque Replacement Implementation.** It was agreed that the Finance and Personnel Committee Meeting would receive and discuss this and make recommendations.

**Notification of a request to give the Town Council Planning Committee of 15 April 2014 a presentation about the proposed Carlton Hall development**

b) To confirm receipt of minutes from Meetings held since 5 March 2014

Planning Committee Meeting 18 March 2014

Amenities Committee Meeting 18 March 2014

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

See attachment

These payments were agreed by all being proposed and seconded by Cllrs Jill Tyler and Christine Fair with the exception that the Scribe payment for additional license was not agreed and payment was dependent on full consideration and recommendation by Finance and Personnel Committee. It was noted that the cheque for this payment had not been prepared. It was also noted that two further invoices had been received for work on the allotments and advice was being sought from WDC about payment methods for these through 106 agreements.

**6 To discuss and agree the purchase of additional license for Scribe accounting package**

This was £117 and was discussed at agenda item 5

**7 To receive update from Allotment Working Party**

Tenancy agreements had been drawn up with the clerk signing on behalf of the Town Council. Pro- form signs have been ordered. The water supply has been connected and the installation of a meter needs to be checked. A skip will be hired for garden waste for the first month and Cllr Peter Tyler agreed to meet the skip provider. Cllr Tyler advised that the Journal will attend the site at 11 am on 12 April 2014. Costs were reviewed and it was noted that £3000 had been saved by not having concrete bases for sheds. Members thanked Cllr Peter Tyler and the rest of the Allotments Committee members for all their work on the Allotments Committee.

**8 To receive update about the Annual Parish Meeting on 21 May and confirm arrangements**

The Annual Parish Meeting would be held on Wednesday 21 May at 7.30 pm at the large room at the Methodist Church Hall and a representative from Age UK would attend. The following was agreed: tea and biscuits would be provided and it was agreed to contact the WI to see if they would provide the catering. Details for the speaker would be noted, eg equipment needed and whether they would have leaflets available. Invitations to local community groups including Church groups, Carlton Court, WI, U3A, Scouts and Guides, the Youth Council, Impact, local Councillors, Community Centres, Schools, Pools Trust, and local clubs, and the Journal.

**9 To discuss current action on the surgery to be held on 17 May 2014 as part of developing a Community Led Plan**

Cllrs Julie Hall, Christine Fair and Jack Green would attend. Cllr David Kindred had ordered the banners and presented them to Members at the Meeting. The gazebo would be ordered in blue. The Community Led Planning Officer had agreed help with the wording of the leaflet. Lowestoft Museum that had expressed an interest in publicity.

**10 To consider the Town Council Emergency Response Plan**

The Town Council Emergency Response Plan prepared by Cllr Jack Green had been distributed and the agenda item would be carried forward to the June Meeting, all agreeing that the Plan was excellently put together.

**11 To consider the position of the agenda item at Town Council Meetings of District and County Councillor reports and if necessary to agree for Standing Orders to be amended to reflect this**

It was proposed and seconded by Cllrs David Kindred and Julie Hall to retain the position on the agenda of the Reports and this was agreed by all. It was considered any matters to be brought to the attention of the SCC County and WDC District Cllrs could be done so before they left the meeting and that it was better for them to attend at least part of the meeting than none at all.

**12 To consider response to Consultation of future of adult and dementia mental health services provided by Norfolk and Suffolk NHS Foundation Trust**

The Consultation was looked through and Members voted on a response. The following was unanimously agreed:

Reducing the number of adult acute beds from 28 across two sites to 20 beds at one of the sites was not acceptable due to transport costs and time and also as the number of sufferers is said to be increasing.

Reducing dementia and complex care in old age services was unacceptable and that community dementia intensive support team should be increased as well as maintaining existing service.

Purchasing new beds in nursing homes from a private provider was acceptable if they are community interest providers.

12 beds at Laural Ward, Carlton Court should not be closed

Age depends on the person when considering transfer of patients from adult acute service.

Assessment beds at Bowthorpe Road in Norwich were unacceptable as being too far away.

**13 Matters in abeyance and for next Meeting in May:**

Community Led Planning, update from Town Council Room Working Party;

Election of Chairman, (Current Chairman advising not seeking re-election) and Vice-Chairman and Committee Members, Review of Standing Orders and Terms of Reference and Council Policies

**17 Close Meeting**

There being no further matters the Meeting closed at 9.05 pm

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

Minutes Carlton Colville Town Council Meeting 2 April 2014

Payments to be considered

Clerks Wages for March 2014 chq 1788		Paid 23 March 2014
Inland Revenue Nic and tax, chq 1789	£588.86	
Payroll services for 6 months SALC chq 1790	£50.40	
Salc Transport Seminar Cllr BM chq 1791	£30.00	
Salc Clerks networking chq 1792	£18.00	
Newsletter extra winter copies chq 1793	£304.00	
Scribe 2000 Ltd chq 1794 not used	£117.00	Not agreed
Mark Saunders Colour drop chq 1795	£170.00	
Colin Ward carpentry benches and sign chq 1796	£650.00	
Cllr JG Mileage training course at Halesworth chq 1797	£22.75	
Cllr BM Mileage training course at Elmswell chq 1798	£61.10	
Expenses due to Clerk: cartridges and postage chq 1799	£66.22	
Mileage to clerk for training at Claydon chq 1800	£44.10	

# CARLTON COLVILLE TOWN COUNCIL POLICE REPORT

03/03/14 – 26/03/14

THERE WERE 6 CRIMES RECORDED DURING THIS PERIOD.

1X COMMON ASSAULT (NO INJURY)

1X CRIMINAL DAMAGE – VEHICLE – UNDER £5000

1X BURGLARY – DWELLING

1X BURGLARY – OTHER BUILDING

1X THEFT – OTHER

1X THEFT – OF PEDAL CYCLE

For info speed checks have been carried out in Hall Road and offending drivers have been contacted.

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

## **Clerks Report for Town Council Meeting 2 April 2014**

### **Matters included:**

#### **Invitations to Town Council Meetings**

Invited Suffolk Highways to attend a Town Council Meeting.

#### **High Interest Accounts**

Received recommendations from other clerks at Sale training, including recommendation of Co-op

#### **Rubbish bins**

These now installed. Awaiting bill to be forwarded to Badgers

#### **Risk assessment**

The Sign and benches have been renovated

#### **Newsletter**

Looked for alternative distributor. Requested more bespoke distribution from Archant. Wrote to local organisations for input.

#### **Website**

Information forwarded to Cllr Kindred. Wrote to The Lowestoft Museum to see if they are ready for publicity yet and they are

#### **Allotments**

Liaised with water company and Cllr Peter Tyler. Contacted insurance re allotments and it is covered by public liability. Ordered signs for car park disclaimer and for provision by Council. Claimed 106 monies

#### **Annual Parish Meeting**

Arranged date for Town Council Meeting for 21 March 2014 at 7.00 pm and booked speaker from Age UK. Booked Methodist hall

#### **Land at Hollow Lane**

Wrote to SCC for update, they have received some interest

#### **Traffic:**

##### **School traffic meeting**

Asked about police attendance at 1 April Meeting and forwarded Cllr Jill Tyler's name as representative. Asked for Minutes of previous meeting and forwarded them to Cllr Tyler

##### **School traffic and Primary School**

Requested police presence

**Other traffic**

Forwarded concerns about Chapel Road again to Suffolk Highways. They advise they will work with Suffolk County Councillors.

Re Traffic and parking at The Street - they advise a local consultation took place with residents and there was no response

Advised Police of Speeding at Hall Road

**Scribe**

Asked about license fee for second machine

**Employer tax and NIC return**

Received query and advised HMRC re this being done by SALc and amounts paid in since June 2013 relate to 2013/2014

**Neighbourhood Watch**

Advised again about grit bins and forwarded request again to C Cllrs about school children safety signs being needed at Grove Road

**Blocked drains**

Reported blocked drains at The Street

**Loose dogs by-law**

Requested advice re this

**Carlton Colville Community Centre**

Advised them of Youth Worker's offer to liaise with Harrods

**Journal Report**

Wrote report for Journal

**Training**

Attended Clerk's networking at Salc

## CARLTON COLVILLE TOWN COUNCIL

### COUNCIL MEETING – WEDNESDAY 2<sup>nd</sup> APRIL 2014

**Report by Councillor Sonia Barker & Councillor Peter Byatt**  
Suffolk County Councillors for the Pakefield Division of Lowestoft

#### 1. SUFFOLK COUNTY COUNCIL MATTERS:

- **SCC Scrutiny Committee Meeting on the 12<sup>th</sup> March 2014 at Endeavour House, Ipswich**

After the SCC Cabinet considered the Bury St. Edmunds Schools` Organisational Review (SOR) at Bury St. Edmunds on the 25<sup>th</sup> February, 2014 Councillor Sonia Barker and Councillor Peter Byatt plus three other Councillors `called -in` the decision on the basis of a lack of weighted evidence, issues surrounding Tollgate Primary School and the proposal of a new Academy sponsored school at Moreton Hall. At the SCC Scrutiny Meeting on the 12<sup>th</sup> March, 2014 Councillor Barker proposed that the decision be reconsidered, seconded by Councillor Byatt – both gave speeches. The decision of the Committee was tied at 6/6 with the Chair deciding to go against the proposal to send the decision back to Cabinet for further consideration.

- **FULL COUNCIL MEETING OF SUFFOLK COUNTY COUNCIL** on Thursday 20<sup>th</sup> March, 2014 – there is a recorded version of the meeting on Youtube if you wish to listen. You can access the recording via the [www.Suffolk.gov.uk](http://www.Suffolk.gov.uk) website.
- There were a number of Questions asked by members of the public on the issue of Monks Eleigh CP School and the closure of small schools in Suffolk
- There were also 18 questions asked by Councillors.
- **There were two motions to Council:-**

**Motion One:** Proposed by Councillor Mark Ereira and seconded by Councillor Andrew Stringer:-

“This Council notes the suffering forced upon local residents as a result of the Coalition government`s ideologically-driven cuts and asserts that there is an alternative to its attack on public services, namely the Financial Transaction Tax. This tax would be levied on the speculative activities that have accelerated the recent enrichment of the few to the detriment of the many. The Council therefore calls upon the Government to enact the Financial Transaction Tax

and use the revenues from this measure to reverse ongoing shrinkage in central government grants to our council.

This council resolves:

To mandate the Chief Executive to write to the Chancellor of the Exchequer and the Secretary of State for Communities and Local Government requesting that they work with other European Union nations to enact European-wide legislation to provide a Financial Transaction Tax and that the government use a large element of the revenues from this measure to reverse on-going shrinkage in central government grants to Suffolk County Council.

The motion was lost.

- **Motion Two** was proposed by Councillor Sandy Martin and Seconded by Councillor Sonia Barker:-

“In the light of the recent damning OFSTED Reports, this Council has no confidence in the current political leadership of education in Suffolk, and calls on the administration to radically restructure its political oversight of education and to make available sufficient resources to drive improvement.”

Both proposer and seconder made speeches. After a lengthy and heated debate the motion was lost 27 to 39.

Other issues discussed and voted on were:-

- Members` Allowances Scheme – Report of the Independent Remuneration Panel
- Pay Statement 2014/15 – report of Head of Strategic Finance
- Report of the Constitution Working Party
- **Education and Childrens` Services Scrutiny Committee held on Wednesday 26<sup>th</sup> March, 2014:**

Both Councillor Sonia Barker (Vice-Chair) and Councillor Peter Byatt attended the meeting at Endeavour House, Ipswich where the following items were discussed at length (10.00 am – 3.45pm):-

- Education Strategy and Raising the Bar (Various members of the Childrens` and Young Peoples` Directorate attended to give evidence)
- Information Bulletin
- Forward Programme of Meetings
- ***Coming up:- Meeting on the provision for pupils with Autism in Suffolk – 31<sup>st</sup> March, 2014 at Endeavour House, Ipswich***

## **2. UPDATE ON CURRENT CARLTON COLVILLE TOWN COUNCIL RELATED MATTERS**

- Cllr Peter Byatt attended the Surgery on Wednesday 5<sup>th</sup> March, 2014 and gave advice to a Carlton Colville resident.
- Suffolk Highways issues: Cllr Peter Byatt looked into the issue of a road problem at Carlton Cross and has monitored the reported problems at Applewood in Chapel Road – he is also meeting with Cllr Light this week.
- Cllr Peter Byatt and Cllr Sonia Barker were out door knocking in Carlton Colville during the weekend of 22<sup>nd</sup> & 23<sup>rd</sup> March, 2014 and as a result are dealing with a number of issues:-
  - Flytipping
  - Dogs mess
  - Problems concerning older children using the play areas on the Bloodmoor estate.

Cllr Byatt and Cllr Barker have asked the Suffolk Highways officer to take another look at the Grove Road safety issues – we will report back on this at the meeting.

- **Thursday 6<sup>th</sup> March, 2014 – Careers Day at Grove CP School:-**

Cllr Sonia Barker attended the above mentioned Careers day which was organised by Catherine Godet a teacher at the school. There was a varied day for the pupils and the visitors who gave interactive presentations on various careers including Dentistry, Police service, Fire fighters, Stage Scenery and Stage effects from Scenic Projects in Beccles, General Practitioner and medical work, Veterinary work as well as Ambassador and Mentor work which Cllr Barker was involved in. Rev Upton also demonstrated Sign Language to the children which they quickly grasped.

- **Waveney Advice Services Partnership** – Cllr Barker attended the Spring event held at St. Margaret's Church Hall on the 25<sup>th</sup> March, 2014. Various organisations in Lowestoft ie CAB, Stroke Association, Dial, Access Community Trust, Shelter, Waveney Warblers Choir were on hand to give advice.

### **Coming Up:**

- Meeting at Carlton Colville CP School on the issue of traffic congestion outside the school – Tuesday 1<sup>st</sup> April, 2014
- South Lowestoft Neighbourhood Team Meeting at Marram Green, Kessingland on Tuesday 1<sup>st</sup> April, 2014
- Education Summit regarding `Lowestoft Rising` at the Aspire Centre Lowestoft

## **Report to CC Town Council for April 2nd Meeting**

### **WDC Matters:**

The full council has not met this month.

On completion of the Budget there has been a brief respite before business returns to full activity.

Planning, Licencing and O&S have been meeting as normal.

Our V.Chairman has had to resign because of ill health and the forthcoming by-election will mean we are in a period of purdah.

A lot has been said about the closure of Blundeston prison. The local Parish Council visited the prison and have reported that, it was "not fit for purpose". This was largely to do with the ground it was built on as parts of the building have sunk causing large cracks to appear in, and between walls.

I understand that the PC have some very good ideas on how the site could best be developed.

On April 15<sup>th</sup> there is a conference about some of the things that WDC has been working on, with its many partners, to address important issues such as economic growth, infrastructure, transport, housing, flooding, jobs and improving skills.

These are all things where meetings and discussions have been held (and are ongoing) with those most able to help achieve results to the benefit of the people of Waveney.

Places are limited because of the capacity of the venue (Lowestoft VI Form College). There will be lots of information stands about the topics being discussed which will be open to everyone from 11.30 until 2.00. This is an excellent chance to learn more about the work that is going on all the time behind the scenes.

In the past week I have also attended 4 days of courses, with evening assignments, including one on Community Development. These are externally assessed.

I attended a very worrying presentation about the Adult Mental Health consultation. Like the majority of people at the meeting I left feeling quite concerned about the provision of adult mental health care (and youth care). It was pointed out that two wards at Carlton Court have already been closed and a number of mental health staff made redundant at considerable cost. Now there is a shortage of qualified staff, so efforts are being made to recruit from abroad!

The Northgate site is rented whilst Carlton Court belongs to the NHS and was purpose built. Logically, it would make more sense to retain our local hospital.

Allowing patients with dementia to stay in their own homes has a lot of possible merit - if it does not mean an intolerable strain being put on the family/friends who become 24/7 carers who could, in turn, end up being in need of support and care themselves!

### **CC Matters :**

As a District Councillor it is very pleasing when results can be seen quite quickly although lots of things can drag on for years – particularly where problems with building developments and infrastructure are concerned.

This month includes some good examples of this:

Since my last report a number of different problems have been brought to myself, and colleagues, by residents and the Town Council.

\*At lunch time on March 1<sup>st</sup>, I received a telephone call from a resident reporting the escape of sewerage on Ninefield Rd. Calls to WDC and WN emergency services resulted in the water company attending within the hour.

\*For some two years now Mrs Leybourn and myself have been in constant touch with Waveney Norse to have two vandalised trees replaced. Just last week two sturdy fir trees have been planted on the Green at Harrop Dale.

\*The issue of the unmade road at Carlton Cross dates back 30-40 years when (I am told) the developer gave funds to Lothingland Council to have the road surface laid. Since that time there have been changes in the responsible Councils so the road was never made up. Many years ago an attempt was made by some of the residents to contribute funds to have the work done. Unfortunately, not all home owners were able to contribute at that time.

The surface is progressively getting worse but SCC is not prepared to adopt the road until it has been made good. A catch 22 situation.

\*I had a call about the water and drains at Windy Acres and have visited the Marina Centre twice to speak to planning officers requesting it is referred on to Building Control to investigate.

\*I've also visited both Desi Reid's Dept and Planning about the possibility of an application being made to build very sheltered homes on the Paddock.

\*I have visited and spoken to several residents about horses escaping onto the golf course. Cllr Fletcher has kindly offered to speak to the land owner where the horses are kept. He also checked who would be liable if a horse was to cause any damage or injury.

\*I was made aware of the difficulties the new residents at the Chapel are experiencing with the Applewood Development.

Visits to the Marina Centre and phone calls suggested it was a SCC matter. It seems to me that it is important for all parties to talk to each other to establish exactly what was to happen about work that had an adverse effect on the Chapel building.

I organised a meeting to bring together the home owners, the MD of Badger Building, TCllrs, WDCllrs & SCCllr.

SCCllr Byatt has kindly offered to work with SCCllr Barker to question the decisions that have been taken. (We were told it was SCC who wanted the layby replaced by a pavement).

I did also check with Barry Reed who felt this is something Highways would need to look at.

The new pavement has created lots of problems as it raises the level to be so much higher than the chapel building. In order to appreciate the problems it would be worth stopping to have a look next time you are in that area – look out for the potentially dangerous open trench along the front and side of the building and where the road level has been laid above the height of the damp course!)

We were told that Highways had inspected the pavement and passed it – “under section 38”.

On a positive note there was a promise that any proposed work to allow safe access to the chapel would be put in writing and the site manager would meet with the owners next week to discuss the other problems that have been created to their home.

**Rosedale Surgery:**

There is to be a meeting of the Patient Group next week on the day after the Health East meeting. I am sure the 'consultation on Adult Mental Health Care will be discussed at these!

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM  
MARCH 2014

Arts Council England has awarded the museum full accreditation. Accreditation is a national standard and has to be achieved in three areas – how a museum is run, care and management of collections, providing and developing a good quality service for a broad range of users.

We completed a return to the Heritage Railway Association by the deadline. The return covers three areas – the railway, the tramway and other items such as income from the café and shop. The total hours worked by volunteers are the equivalent of 29 full time employment posts.

The museum was represented at a meeting at Cambridge for legal and funding updates.

The good weather this month enabled progress to be made on the many outdoor jobs which have to be completed before we open for the 2014 season on 03 April. Members' Day is on 29 March when members from both near and far will work together to prepare the site for the first day of opening.