

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 5 February 2014** 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 Town Councillors and County Cllr Peter Byatt, 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, Jack Green, Julie Hall, Christine Fair, Tony Tibbitt, Peter Tyler, David Kindred, Alistair Mackie and Bill Mountford. Vice – Chair Cllr Julie Hall chaired the Meeting due to the temporary inability of the Chairman Jill Tyler to read the Meeting's papers.

Apologies were received from Cllr Derek Fletcher
District Cllrs Paul Light and Kathleen Grant and the Police also 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 IC.

2 To approve and sign the minutes of the Town Council Meeting held on 8 January 2014

Approval was agreed by all who had been in attendance with the amendment as follows at item 13. Cllr Kindred queried the sum of £50 as a charitable donation from the Council to be used to buy food in emergency situations and thought that £100 had been agreed instead of £50. A vote was taken on what amount Councillors thought they had agreed on. £100 proposed and seconded by Cllrs Kindred and Tibbitt and agreed by a majority.

Payment for dog litter paint was also to be added to the list of payments agreed at item 6.

3 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.10 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.

To receive a presentation from the Waveney Norse Property Services Manager about areas in Carlton Colville.

A written report had been received. See attachment. Members agreed to read and evaluate the report and to discuss this at the March Meeting.

a) To receive a report from the Police Representative

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 See attachment

School Traffic

The report referred to a Meeting of 21 January 2014 which had been held at the Carlton Colville Primary School about the traffic situation at Carlton Colville Primary School. This meeting had been attended by County Cllr Newman and all interested parties. The Town Council had not been aware of and had not been invited to the Meeting despite its input at previous meetings at the School in trying to improve the situation. It was therefore resolved to request that Cllr Newman attend a Town Council Meeting to discuss the situation. Members observed that solutions offered centering on walking and cycling to school were not practical as traffic made cycling dangerous and sometimes bad weather and work commitments created need for using a car.

Parking and traffic at Chapel Road

In reply to questions raised at the January 2014 Town Council Meeting about traffic at Chapel Rd and parking at Applewood Development County Cllr Peter Byatt gave the reply from Lowestoft Highways as follows: There had still been no solution offered. Daytime restrictions could not be enforced and only a complete ban on parking could be made. A response to the situation could be made more effectively after the development was completed as then any problems would be more obvious. Cllr Byatt offered to support provision of yellow lines at Chapel Road beside the development. Members requested that the Highways officer attend a Town Council Meeting.

Bloodmoor Roundabout site meeting

Cllr Byatt reported that following a site meeting there would be a consultation on improvements to traffic here which the Town Council could respond to. Members agreed the need for improvement but commented that cutting traffic flow would result in holdups and traffic backing up.

Other matters

Free School site

Members questioned Cllr Byatt on the Suffolk County Council plans for the redundant primary school buildings after the Free School had vacated it. There were no concrete answers being given to date.

Skate Park

Cllr Byatt advised that he and Cllr Sonia Barker would use part of their locality budget to support the Youth Council should it want to start a campaign for improvements at the Skateboard Park

Flooding

Cllr Byatt advised that the Overview and Scrutiny Committee was looking into emergency effects of flooding and that the Town Council could obtain clarification from there about Town Council role in supporting the emergency response in the area.

d) To receive a report from East Anglia Transport Museum

A report had been received from Sandra Ward. See attachment.

e) To receive a report from the IMPACT Team

Ian Castro had advised that he was available to help with any problems in the area covered by the Impact team.

f) To receive a report from the Youth Council

See attachment

g) To receive the Chairman's report

The Chairman advised that she had visited a resident in the area who had been enjoying a 100th birthday.

h) To receive the Clerk's report

See attachment. Following further information from the Advertiser about its distribution rounds it was agreed to arrange for the Advertiser to distribute the Newsletter at Bloodmoor and to have printed the extra newsletters required to cover the total distribution.

i) To receive questions and input from the Public

Resident Clare Robson advised that the e-petition to improve the traffic situation at Carlton Colville Primary School was making headway and she had received twenty-five per cent of the 3750 signatures that were needed to bring the matter to a hearing at a main Suffolk County Council Meeting. Clare Robson also reported that she had appeared on ITV that morning and on Beach Radio during the previous week so bringing the situation to the attention of a wider public. Furthermore the petition was bringing parents and residents together.

Resident Mr Mudd reported that the hedge at Dorley Dale had finally been cut after his requests to Waveney District Council.

The Meeting resumed at 7.50 pm.

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

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

- Paint purchased for dog litter

This was being used to good effect. Cllr Kindred suggested photos be taken for the website. The WDC Environment officer had advised that the WDC press officer could help with publicity for this.

- Hi-Vis vests had been purchased and distributed to grit bin volunteers

The Precept of £50,737.50 had been applied for with proviso that this can be amended to a lower amount if any referendum arose as a result of the amount initially requested.

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

See other items

5 b) To confirm receipt of minutes from Meetings held since 8 January 2014

- Planning Committee Meeting 8 January 2014
- Amenities Meeting 21 January 2014

6 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 Alistair Mackee and Julie Hall.

7 Council to consider allowing under delegated powers the signing at Amenities Committee Meetings of cheques relating to imminent Amenities matters.

It was noted that occasionally some bills needed to be paid before the next Full Town Council Meeting. It was agreed to distribute to Members beforehand the list of any payments that needed to be made at Amenities Meetings. Proposed and seconded by Cllrs Jill Tyler and Tony Tibbitt and all agreed.

8 To agree the account for the deposit of the funds held in a bond at the Co-op bank at maturity of the bond.

It was agreed by all to close the bond at maturity and place funds in the current account this being the Nat West Bank. It was agreed to seek advice from Suffolk Association of Local councils for alternative accounts which paid interest. Proposed and seconded by Cllrs Jack Green and Christine Fair.

9 To discuss and agree timing of consideration of any Planning Applications in order to facilitate attendance of the public

Planning Applications were traditionally considered after the main Full Town Council Meetings. It was agreed by all to keep Planning Committee Meetings to the third Tuesday of the month and to

hold them prior to the Amenities meetings. This would be a more convenient time for the public to attend. It was agreed that if Planning Applications were received outwith this timescale then an extension would be requested. Proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and agreed by all.

10 To agree the date and speaker for the Annual Meeting of the Parish

It was proposed and seconded by Cllrs Jill Tyler and Christine Fair to invite a representative from Age UK. All agreed.

11 To agree the date and format and site of the initial upcoming Town Council public surgeries

The following was agreed: The first surgery of 2014 would be held on Saturday 17 May 2014 at 9.30am for a 10.00am start at Ashburnham Way. Permission would be sought from the Co-op and Cllr Julie Hall would look into costs of and ordering of a gazebo and banner. Costings for these would be considered at the March Full Town Council Meeting. It was agreed that leaflets would be produced promoting the Town Council activities and containing Town Council contact details and mini questionnaire about residents wishes for Carlton Colville.

12 To receive update from Allotment Working Party

Cllr Peter Tyler had contacted the first seventeen allotment applicants. He had also contacted the contractor about the work to be done in setting up the allotment plots which involved clearing the weeds and installing wire fences and concrete posts. Cllr Jack Green had supplied the WDC Planning Officer with additional site plans and photographs of fencing. The Allotments Working Party agreed that it would meet as soon as possible to discuss costings and the funds to be received from 106 monies. Cllr David Kindred asked that photographs be taken of the progress of the allotments installation as this would be of interest to all. Cllr Tyler advised that some applicants had been slow to reply to notification of availability of an allotment for them and it was proposed and seconded by Cllrs David Kindred and Alistair Mackie and agreed by all that applicants be given fourteen days to respond before the opportunity for an allotment was passed to the next applicant on the list.

13 To consider a non-gender title for Chairman of the Council

This was proposed by Cllr Jack Green. Members were in agreement with the current title of Chairman and Cllr Green withdrew the proposal.

14 For the Council to discuss and better understand its role as an employer and to agree a course of action to meet its obligations.

On the recommendation of the Finance and Personnel Working Party it was agreed by all to extend the variation of contract by which the Clerks hours were ninety hours a month for another three months until the end of June. In the meantime the clerk would continue to monitor the hours worked looking at the categories where time was spent.

The Finance and Personnel Working Party recommended a number of proposals including maintaining Personnel folders of employees, risk assessments, looking into any further necessary insurance cover, updating of IT equipment to include cover if the Clerk was unavailable.

15 Matters in abeyance and for next Meeting, Community Led Planning, CLP emergency planning and degree of involvement of Town Council with higher tiers of emergency planning, update from Town Council Room Working Party

Cllr Jack Green advised that he was reviewing and amending the Town Council Emergency Plan.

16 Close Meeting

There being no further matters the Meeting closed at 9.05 pm

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

CARLTON COLVILLE TOWN COUNCIL
POLICE REPORT FOR PERIOD
03/01/14 – 29/01/14

There have been 10 crimes recorded for the above period

- 2x Assault occasioning ABH
- 1x Cause intentional harassment, alarm, distress
- 1x Criminal damage – other building
- 3x Burglary other building
- 1x Burglary dwelling
- 1x Driving motor vehicle TWC
- 1x Dangerous dog causing injury in a public place

Report compiled by Pcs0 3087 Steve Wicks on behalf of the South Lowestoft SNT.

30 Jan 2014

From Simon Walker

Update on Carlton Meadow Park

Confirm drainage works are underway by the car park entrance. This will be followed by the hard surfacing outside the teen shelter. Once the base is down we can provide a new bin.

Some replacement hedging is still due at Fordson Way, this is with parks and several reminders have been given (including today).

Entrance signage could be updated to include more prominent wording regarding dog fouling, approx £60 per sign. Suggestions for wording welcomed, to include general park use. Attach an example of the play area sign we now use across Waveney and Suffolk Coastal.

Provisional estimate to introduce an entrance from Lowestoft Road is £7.5k subject to agreed specification etc. Further discussion would be required with Richard Hackney (WN Parks) and SC Highways. Some concern over pedestrian safety at this point on the highway.

Reduction of mound and introduction of BMX trail - Evidence around skate park that BMX trail would be welcomed by users, do we still have links into the site users for feedback via the youth club? I feel that we should only consider removing approx half of the eastern bund, this retains a noise barrier toward the bungalows on Fordson Way but opens up a view from the remainder to the park and car park. Will confirm price at meeting and if concept supported by parks.

The cost to box in the existing skate ramps is £3690.00 This would be the addition of galvanised steel sheet panels welded into place. Previous attempt were not successful but this was stressed to the contractor who felt that provided sufficient welding was in place then there really shouldn't be a problem.

There is not enough space to provide additional equipment on the existing skate park surface. If an extension of the facility were considered to include half pipe etc then I estimate a minimum cost £30k would be required. This would influence any decision made as to the location of a BMX trail. Given the existing provision was added too fairly recently and the other works currently up for discussion I am not sure this would be the best use of funding. It would certainly shift the overall levels of provision toward the skate park, consideration should also be given to junior/teen play equipment provision which is arguably lacking.

A basic graffiti wall would cost in the region of £2k. Likely to increase maintenance visits/costs due to opportunity for inappropriate wording! No other graffiti walls in Waveney to compare against, would need an exit plan if not successful and agree expectations for use and maintenance.

A new sign for the teen shelter had previously been discussed but wording/content needs to be confirmed.

Happy to attend meeting with Claire on the 5 Feb, appreciate the early slot on the agenda. Please let me know if you are expecting specific comments on any other sites or if I have missed anything from CMP.

Regards

Simon Walker
Property Services Manager

Minutes Carlton Colville Town Council Meeting 5 February 2014

Payments to be considered

Clerks Wages for January 2014 2013 chq 1765		
Water regulations inspection and legionella risk assessment re allotments at Borrow Close chq 1766	£115.84	Signed 21 Jan 2014
Connection charge 1 x 25mm metered service connection re allotments at Borrow Close chq 1767	£865.64	Signed 21 Jan 2014
Newsletter distribution to Archant paid by card by Clerk, cheque to Clerk chq 1768	£121.65	Signed 21 Jan 2014
Hi – Vis vests for grit bin volunteers 21 @£2.99 each paid by card by Clerk, cheque to Clerk chq 1769	£62.79	Signed 21 Jan 2014
Expenses for Locks and Keys for allotment site Cllr P Tyler chq 1770	£82.99	
Waveney Norse supply install and remove Christmas tree chq 1771	£406.42	
Waveney Norse quarterly clean 5 bus shelters chq 1772	£112.50	
Bloodmoor Hill Community Centre Hire of room invoice M364, £8 an hour chq 1773	£16	
SHIMS Charitable donation chq 1774	£100	
RichardsonPrinting 4000 winter newsletters chq 1775	£711	
CDS Kas Cartridge chq 1776	£29.95	
Bloodmoor Hill Community Centre Hire of room invoice M375 £8.50 an hour chq 1777	£17	
Insurance for grit bins and fencing to Business Services at CAS Ltd to replace chq 1758 to Support Services at CAS Ltd as insurance company title was later changed. chq 1778	£81.64	

Clerks Report for Town Council Meeting 5 February 2014

Grit bins

As advised by SCC, Hi vis vests purchased and distributed to volunteers together with instructions from SCC

Precept

Precept of £50,737.50 applied for with proviso that this can be amended to a lower amount if any referendum arose as a result of the amount initially requested

Rubbish bins

Bin for play area at Carlton Colville Community Centre at Hall Rd ordered.

Risk assessment

Joiner was previously asked to carry out work on benches at Low Farm Drive and on village sign.

He has replied that he will proceed when he has time

Newsletter

4000 were printed which had been sufficient in past years using one distributor now retired. Several attempts have been made to find another distributor, including asking the Youth and volunteers eg from WI with the offer of payments for their funds. NB advice sought from insurers and they have advised that volunteering organisations would need their own public liability insurance

It was agreed to use the Advertiser which advised there were 2816 houses in their Carlton Colville round.

These have been delivered on 31 January.

However

It appears that this round does not include:

- 1) Rosedale Gardens to south of Ashburnham Way - an extra 538 houses. Cllr Jack Green is distributing a lot of these and I will help.
- 2) Bloodmoor –this is a complete section of a separate round so it may be possible to get them to deliver there – details awaited, this includes a further 1252 houses. It might be necessary to have some more printed as there might be a shortfall due to extra houses on the “Carlton Colville” area.

Positive feedback from the Newsletter has been received including interest in allotments and in vacancy for Town Councillor.

Website

Information forwarded to Cllr Kindred

Allotments

Planning application (and cheque) sent to WDC with points confirmed by Allotments working party. Email sent to WDC officers asking for application to be considered asap.

WDC Planning department requested a more detailed map by 6 February 2014. Cllr Jack Green has taken this to the Planning Department.
Cheques sent to the Water Company for risk assessment and water supply.

Paint for dog litter

12 cans received and issued to Cllrs John Green, Jill Tyler and Tony Tibbitt. Remaining cans to be distributed to users at Meeting on 5 February 2014.
Offer from WDC Press secretary to publish information

Local Flood Information

Details of local flooding that were requested by WDC were forwarded to WDC and the following areas were listed to them: The Mardle, The Street from Famona Rd to Secrets Corner, Secrets corner junction and Fortress Road and Seavert Close.

Journal Report

Sent report to Journal

Bulb Planting

2 February - Planted bulbs with Cllr Jack Green. Cllr David Kindred took photos. Jack also washed the "Carlton Colville" sign.

Meetings

30 January 2014 Attended CIL information session at Town Hall, this was together with Cllrs Jill Tyler and Derek Fletcher

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
JANUARY 2014

Despite the weather progress is being made on outdoor projects around the museum site. On dry days gardening has continued. Indoors, work continues on the restoration projects and a dedicated team is cataloguing the archive.

The museum's Accreditation application has reached the moderating stage. An assessor looked at the application and asked for more information or documentation on a few matters. This was provided. Our application goes before the Accreditation Board on 20 February.

Our leaflet for the 2014 season is being produced. Great attention has been given to where the leaflets are distributed with the increasing use of the internet.

Before the season opens we will have Members' Day when members from both near and far will work together to prepare the site for the first day of opening.

We are currently working on returns which are due at this time of year and considering the information we need to gather for any future funding applications.

3 Feb 2014

Firstly could I join everyone else in congratulating the Town Council with its prestigious award - a reflection on all the hard work going on behind the scenes!

Unfortunately, I have another committee meeting to attend on Wednesday and will not be able to get to that of the TC - please accept my apologies!

I also noticed that I am still being credited with having a mobile phone. I have written before to say that I have not had one for over two years now!

During the past month I have attended several committee meetings and training sessions.

We have also had a number of presentations from a]The Chief Constable, b]Andy Evans (CCG- Clinical Commissioning!) and c]The Police Commissioner.

This month was another when a smaller dog was attacked by larger ones. Emails to the Envir. Hth and Police did not result in any progress.

However, at the presentation by the Chief Const. I brought up this and other things CC residents are concerned about. I was pleased to learn that the Police are actually pursuing the issue of the dog attack.

Sometimes results can be quite quick, other times it can take a very long time to get a positive outcome!

After over a month of emails and telephone calls, the branches of trees were eventually cut back around the telephone cable leading to the home of very elderly lady in the town.

I've also had an email, from one of the residents I have visited, to say it is also likely that work has, at long last, been carried out on improving the road surface on/off Beech Rd. It is about 3 years since the PC (as it was then) wrote to me about this.

Whereas the clearing of fly tipped fridges was carried out the same day by Waveney Norse.

Cllrs will be aware of the Consultation on the future of Mental Health treatment has begun by the CCG.

This could be of great concern to everyone and particularly the more vulnerable.

At present there are 2 hospitals looking after the care of adults - a total of 28 beds at Northgate Hospital and Carlton Court.

One site is to close and there will be just 20 beds "because approx 1/3 of patients do not live in WDC or GY".

We have an ageing population and a high influx of mature residents moving to the area. Apparently there is likely to be a major increase in those needing dementia care in the future.

One idea is that these are best kept in their own homes!! I would be concerned on the effect this might have on their families and friends.

Another alternative is for dementia sufferers to go into Care Homes - I understand that these are presently costing £800 to £1,000 per week !!!!

It is important that as many people as possible complete the form or write in (apparently this is acceptable if you are unable to complete the questionnaire)

The care of the more elderly is something that we should be very concerned with.

I am very pleased that our SCCllrs are continuing to follow the problems created by the new Chapel Rd development.

I did email and speak th Mr Amor who has said he would write to Badger Homes about the blocking off of a resident's access drive.

I note that there is quite a large area of roads and drives within this development. Because of the distance from the road will these become the responsibility of the purchasers? These could prove costly and would need for the different users to agree the repair and maintenance !

Is the Town Council aware that only one developer, throughout WDC, expects purchasers of the homes to buy their own wheelie bins?

For the past month I have been taking children, in different year groups, to the CC Primary School.

Having experienced the 15/20 minute wait for the different age groups to go in/leave the school when it's raining hard, blowing a gale, freezing or a combination of all three I have come to the conclusion that many parents and children would best be served by being able to park and take their children to join the appropriate line. To me, a car park opposite the school entrance would make good sense.

I suspect that the emphasibe the least cost effective solution. Look how various developments have

included narrow footpaths (parts of the new Chapel Rd footpath be the latest example - how can a parent with single buggy and walking child negotiate parts of this without stepping into the road??)

Everyone knows that the roads and pavements in CC were never designed as those of a large expanding town ! The Green Lobby is very commendable but, in this instance, would not achieve any improvement to the safety of parents and children.

I hope the meeting goes well.

Paul

Suffolk County Councillors Report – Carlton Colville Town Council – Wednesday 5th February, 2014

Highlights:-

Two meetings on the Carlton Colville CP School Congestion issue:-

- **16.1.14:** Cllr Barker met at Endeavour House, Ipswich with officers and administration portfolio holders to discuss the various options on the table (sketched by Cllr Gage) with regard to various solutions to the congestion concerns.
- **21.1.14:** Cllr Barker, Cllr Gage, various officers, administration portfolio holders Cllrs Newman, Chambers & Cllr Ladd, Headteacher & Deputy Headteacher & Site Manager, Chair of Governors & governors, and a representative from Gisleham Parish Council. During the meeting Cllr Newman said that due to the `exceptional situation` regarding the traffic congestion at the school he was prepared to find `exceptional` funding possibly alongside some locality monies from Cllrs Barker, Byatt & Ladd. Costings and a feasibility study of the various options discussed at the meeting would come back to a later meeting.

Response back from Suffolk Highways re issues raised at the last meeting:-

- Cllr Barker raised all the concerns voiced at the last meeting with regard to the issues of parking at the Applewood new build and also the concerns about non-residents parking in Chapel Road with Suffolk Highways officers. Cllr Byatt will read out the reply at the meeting.

Bloodmoor roundabout site meeting

- Cllr Barker attended a site meeting at the above mentioned roundabout on the 24th January, 2014 with an officer from Suffolk Highways Luke Barber (Ipswich) and Keith Sampson (Lowestoft), Rev Capon from Pakefield church who lives on Bloodmoor estate and Peter Aldous MP also attended. The purpose of the site meeting was to look at the design of the roundabout and to find ways of improving the safety of the design from the point of view of all users. A follow up meeting has been arranged.

Other Meetings of interest

27.1.14: Meeting with the Chair of Education Scrutiny Meeting at Endeavour House, Ipswich

28.1.14: Attended SCC Cabinet Meeting held in Bury St Edmunds (re the budget)

SVB 30.1.14

CarltonColville Youth Council



Report for January to February

At the January Youth Council meeting it was agreed that we should take up the invitation for lunch at Beccles Free School hosted by the head teacher Mr Lucas. The initial reasoning behind the lunch is to gain a few more Youth Councillors, though we are also going to use this opportunity to conduct a survey to gather information on equipment that young people would wish to see built in the area.

Since then I have made contact with Mr Lucas and we are in the process of finalising a date.

On the 25th of January, the youth council met with the Lowestoft Journal at Carlton Meadow Park on Lowestoft Road. This meeting allowed us to have an article in the following Friday's newspaper. This generated a response from a member of the public who has made enquiries about contact details for joining the youth parliament.

The spread in the newspaper also provoked an increase in likes on our Facebook page which is a step towards gaining more publicity.

January has been a productive month for Carlton Colville Youth council and has generated many opportunities.

Thomas Willis

(Carlton Colville Youth Council Chairman)