

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 8 January 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 Sonia Barker, District Cllrs Paul Light and Kathleen Grant, Sandra Ward and Roy Makewell from the Transport Museum and Ian Castro from Impact and Members of the Public. Members of the Youth Council were also present for part of the Meeting.

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 Chairman, Jack Green, Tony Tibbitt Peter Tyler, Derek Fletcher, David Kindred, Wendy Miles, Alistair Mackie and Bill Mountford.
Apologies were received from Cllrs Julie Hall and Christine Fair

Other apologies were received from the Police representative. County Cllr Peter Byatt will attend alternate Meetings with County Cllr Sonia Barker.

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

Declarations were received from Cllr Jack Green for item 4 in relation to Carlton Colville Community Centre

1d) Consider applications for dispensation

Cllr Jack Green for item 4 in relation to Carlton Colville Community Centre would abstain from voting.

2 To approve and sign the minutes of the Town Council Meeting held on 4 December 2013

Approval was agreed by all who had been in attendance with the amendments as follows -
Item 16.

“Provision of bin by Baines shop on the Dales – The Town Council was awaiting the replacement of the disappeared bin by the shop before considering installing a bin on The Green”

Should read

“Provision of bin by Baines shop on the Dales – The Town Council was awaiting the replacement of the disappeared bin by the Green before considering installing a bin near the bus stop opposite Bains shop.”

Item 1

Apologies had been received from District Cllrs Paul Light and Kathy Grant

Report from District Cllr Light

This constitutes half the report

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.

Items were taken in the order as follows

k) To receive questions from the public

Residents expressed following connected concerns about parking and traffic at Chapel Road -

- i) Parking at the triangle off Beccles Road
- ii) Consequences on traffic flow of potential parking at the Applewood development
- iii) Safety concerns of traffic coming from the roundabout at Beccles Road on to Chapel Road.

County Cllr Sonia Barker and District Cllr Paul Light took note of the concerns and agreed to look into them at County and District level.

a) To receive a report from the Police Representative

See attachment for report provided. The matter of Burglary of Dwellings would remain a priority for the next three months as agreed at the Safer Neighbourhood Team meeting on 7 January 2014

b) To receive a report from Waveney District Council

from District Cllr Paul Light. See attachment.

c) To receive a report from Suffolk County Council

C Cllr Sonia Barker read out the report. See attachment

d) To receive a report from East Anglia Transport Museum

Sandra Ward reported that the Santa train would unfortunately not be running in 2014 as it was necessary to do work on the track.

e) To receive a report from the IMPACT Team

Ian Castro 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

The Council met in December with a growing number of members. The Youth wish to hold a competition on the skate park and they are also keen to hold a football tournament. See Chairman Cllr Jill Tyler's report attached for further details.

g) To receive the Chairman's report

Report attached

h) To receive the Clerk's report

See attachment.

i) To receive any report from the Play Partnership Meeting 9 Dec 2013

The Chairman, Cllr Jill Tyler had attended the WDC Play Partnership meeting and had raised the issue of the need for a response from Waveney Norse regarding changes at Carlton Meadow Park Open Space. See Chairman Cllr Jill Tyler's report attached for further details.

j) To receive any report from Salc Area meeting 12 Dec 2013

Information from Suffolk County Council was received about its budget and the savings it is going to continue with. See Chairman Cllr Jill Tyler's report report attached.

Resident Clare Robson advised that the e-petition to improve the traffic situation was making headway and that more signatures were being collected with the intention of bringing the matter to main Suffolk County Council Meeting. An e-petition needs 3750 signatures in order to receive full attention.

The Meeting resumed at 8.07 pm.

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

- Litter bin at path adjacent to Applewood ordered and relocation of existing bin to Grove Road. This had been ordered

- Letter from Transport museum about traffic flow at Chapel Road
This had been forwarded to Suffolk Highways and the Police.
The Police had forwarded concerns to their Traffic Management unit.
Suffolk Highways had agreed to review the situation once the new properties were occupied.
Cllr Byatt and Cllr Light agreed to look into the matter at District and County level particularly with the loss of the layby and the narrowing of the pavement and the affect of this on traffic flow and on traffic coming from a blind angle from the roundabout at Beccles Road.
- Request sent to Carlton Colville Community Centre for any costings they might have for new goal posts in cage area and whether they have contacted Harrods for assistance
The Centre's Committee would discuss this at the next meeting
- Remedial work on town sign and benches arranged in line with quote received
- Paint prices requested for dog litter
- Information from Lowestoft Archaeological Project, update and advertising of this to be in a later newsletter

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

Grit bin conditions

Advice had been received from Suffolk Acre Insurance
This to be discussed under item 7

Request from SCC for any information received about motor vehicles crashing on to rail tracks.

This was noted

Information from WDC about Community Infrastructure Levy

It was agreed that Cllrs Jill Tyler and Derek Fletcher would attend the evening event on 30 January at 6.00 pm at the Town Hall.

Concerns about parking at Chapel Road and request for residents parking permits at Chapel Road

This had been discussed above

Request from WDC to identify and advise of areas of flooding

It was agreed to advise WDC of the following sites - The Mardle, The Street from Famona Road to Secrets Corner, Secrets Corner at junction of Rushmere Road. Fortress road and Seavert Close.

Notification about new Police Superintendent East Policing Commander for Suffolk Coastal and Waveney Districts Suffolk Constabulary.

This is now Paul Sharp

Play Partnership Meetings

The next Meeting will be on 10 February at 10 am

Neighbourhood Planning Event

To be held at Lavenham Village Hall on 3 February 2014

b) To confirm receipt of minutes from Meetings held since 4 December 2013:

Planning Committee Meeting 4 December 2013, received

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

These payments were agreed by all

It was also agreed by all that the purchase of spray paint as agreed at the Meeting of November 2013 should be from Writers Bench and that 12 cans would be bought.
It was noted that Section 137 money for 2013 – 2014 was £7.20
Transactions and closing balance at 18 December 2013 was circulated.

7 To agree purchase of hi-vis vests for grit spreading volunteers

It was noted that conflicting information had been received about insurance for volunteers but that both Lowestoft Highways and Insurance Company had advised that it would be sufficient for the Town Council to provide hi-vis vests for volunteers to spread the grit.
It was agreed by all to purchase the hi-vis vests for volunteers to spread the grit.

8 To receive information about Co-op bank deposit

It was agreed by all to withdraw the money from the Business Fixed Interest Account when the account matured.

9 To agree and set the Carlton Colville Town Council precept for 2014/15 as recommended at the Precept Meeting of November 2013 and in light of any information received since then.

Information had been received from Suffolk Coastal Council indicating that the precept requested would not result in a referendum being held.

It was agreed by all to request the Precept amount as recommended at the Precept Meeting of November 2013.

10 To receive update from Allotment Working Party

Cllr Green had obtained two tanks for the water supply. Cllr Peter Tyler had been contacting the residents on the waiting list in date order of the requests. The Planning application for Borrow Close had been completed with input from Councillors.

11 To receive update from Town Council Room Working Party

The Working Party was looking at costings and options and would report later in the year.

12 Visioning Day Plan: To receive updates on actions including provision of bins; allotments project; post office, paint for dog litter, quotes for gazebo for Council surgeries

These had been dealt with under other items. Re the Post Office - Cllr Jill Tyler had prepared background demographic information for the business concerned. Quotes for gazebos would be circulated.

13 To discuss involvement of Town Council with emergency planning situations in light of the emergency station being at Carlton Colville Community Centre and to discuss any involvement with the provisions there by the Town Council

The Carlton Colville Community Centre had been used as a place of refuge for those affected during the recent floods. WRVS had provided food at tea time but there had been no hot food for those arriving late at night.

It was agreed that the Town Council would provide funds to cover the cost of bread and soup. Cllr Tyler proposed and Cllr Tony Tibbitt seconded and all agreed that the Council would provide an emergency disaster fund of £50 from within the charities budget.

14 Newsletter update

Cllr Jack Green had finished the Newsletter and had circulated it to Members for comment. It had been sent to the printers.

15 To agree distribution of newsletter

As the local distributor was no longer available it was agreed to use the Advertiser for distribution of the next two issues. .

All agreed.

16 Website update

It was noted that Cllr David Kindred had been updating the website and had improved it even further.

It was agreed by all to publish draft current Minutes on the website in order to keep available information up to date. It would be indicated that Minutes were draft.

It was agreed by all to have a Members area for access to items such as Terms of Reference, Standing Orders.

17 To confirm dates of 2014 Town Council Meetings

Provisional dates were circulated.

The following was agreed –

Dates for Full Council Meetings would be first Wednesday of the month

The Annual Meeting of the Parish would be on a separate date from the May Full Council Meeting.

The Precept Meeting would be held in early December

A Budget Meeting would be held on 18 November as preparation for the Precept Meeting.

Finance and Personnel Meetings would not be held on the fourth Tuesday of the month – alternate dates would be arranged.

18 To agree more effective use of committees agendas

It was agreed that as the Amenities Committee had been given authority by Full Town Council to purchase certain items such as dog bins these items no longer needed to be brought again to Full Council.

It was noted that Full Council Meetings were getting longer. It was agreed that as reports were now being received one week in advance of the Meeting any reports received would no longer need to be read out at the Meeting and that Members would have read them in advance but would still be able to pose questions if necessary.

It was agreed that residents should still be given adequate time at item 3 to raise any concerns about local matters.

19 To discuss the inclusion of planning applications within the main Town Council Meeting to ensure public not excluded by planning meeting being held after the main Council Meeting

This would be discussed further.

20 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

Bye laws relating to parking on grass verges and if not allowed signs to be made.

Suggestion that a higher ranking police officer, eg inspector be invited to talk about traffic issues primarily about parking.

Invitation for speaker at the Annual Meeting of the Parish.

21 Close Meeting

There being no further matters the Meeting closed at 9.40 pm

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

Agenda Carlton Colville Town Council Meeting 8 January 2014

Payments to be considered

Carlton Colville Community Centre hire of hall from August 2013 to December 2013 , 8 hours at £12 per hour chq 1754,	£96.00
Christmas tree lights installation and removal and storage chq 1755	£372.00
Hire of hall Bloodmoor Community Centre Youth Council 2 meetings chq 1756	£32
Insurance for additional 8 litter bins chq 1757	£27.89
Insurance for additional 6 grit bins abd fencing at Allotment site chq 1758	£81.64
Cheque 1759 error not used	
Councillor expenses to transport 2 tanks to allotment site chq 1760	£20
Clerks Wages for December 2013 chq 1761	£843.28
Planning Application chq 1762	£97.50
Inland Revenue chq 1763	£488.70

**Carlton Colville Town Council
Chairman's Report for December 2013**

- 4th December Attended full Town Council meeting.
- 9th December Attended WDC Play Partnership meeting. Raised the issue of none reply/update to my email to Simon Walker of Waveney Norse regarding changes at Carlton Meadow Park - Chris Punt requested that Simon should be asked to attend next meeting for the Town Council.
- 11th December Attended Youth Council Meeting with Cllrs P Tyler and D Kindred. Meeting was a little noisier than usual. The committee would like to hold a rally in the skate park during the summer and a football tournament, I have made initial enquiries with Claire Henwood of WDC who has provided details for the skate park event and I will be making contact in the next week or two. Football tournament info is still outstanding.
- 12th December Attended SALC area meeting with Cllr P Tyler (Cllr Mountford was also present). We received information from Suffolk County Council about their budget and the savings they are going to continue with.
- 14th December Attended Beccles Free School Christmas Fayre.
- 15th December Attended WDC Carol Service at St Mark's Oulton Broad with Cllr P Tyler.
- 16th December Attended Town Council Offices Working Party with Cllrs:- P Tyler, J Green and A Mackie. We have agreed to review all of our options and provide a written report to the Town Council for them to decide on the way forward.

From the 17th December until 7th January I took time off of council work to recharge my batteries!

Clerks Report for Meeting 8 January 2014

Grit bins

Advice re Town Council responsibility still being confirmed from Salc. Insurance advice from TC Insurers sought and reply received which implies provisional vis vests for volunteers will be adequate. Lowestoft Highways advise provide hi vis vests.

Rubbish bins

Bin at Ashburnham Way bus shelter - resident requests bin with lid. Cllr Mortimer has been advised of this and has replied to resident that it is on the list.

Bin near Clarke's Lane requested and this forwarded to Cllrs Ardley and Mortimer. Cllr Ardley replied to resident.

Badger builders has agreed to pay for bin near Applewood and bin has been ordered. Request made to W Norse for bin near Applewood to be moved to Grove Rd as agreed.

Bin for play area at Hall Rd was ordered but put on hold pending enquiries for possible insurance claim for bin by Community Centre.

Risk assessment

Remedial work on town sign and benches arranged in line with quote received and the Joiner requested to carry out work on benches at Low Farm Drive and on village sign.

Newsletter

This has gone to Printers.
Distributor still to be found

Allotments

Planning application in process of being done, some points being confirmed by Allotments committee
Fencing insured

Transport Museum

Letter from Transport museum about traffic flow at Chapel Road forwarded to Suffolk Highways and Police

Carlton Colville Community Centre

Request sent to Carlton Colville Community Centre for any costings they might have for new goal posts in cage area and whether they have contacted Harrods for assistance

Paint for dog litter

Enquires made

Information from Lowestoft Archaeological Project,

Update and advertising of this to be in a later newsletter

CARLTON COLVILLE TOWN COUNCIL POLICE
REPORT

04/12/13 – 02/01/14

There have been 11 crimes recorded during the above period.

4x Criminal damage to vehicles
1x Criminal damage –Other building
2x Burglary dwelling
1x Burglary other building
1x Exposure
1x Common assault
1x Possession of class B drug

Speed checks are to continue at various locations within the village, and details of persistent speeders will continue to be passed to the Roads Policing Unit for follow up enquiries and action if necessary.

Report compiled by Pcs0 3087 Steve Wicks on behalf of the South Lowestoft Safer neighbourhood team.

December, 2013:-

Key Issues/Meetings/Events:

- **5th December, 2013:**

A Meeting was held at the Carlton Colville CP School organised by Councillor Barker & Councillor Gage attended by the Headteacher, representatives of the school governing body and officers from SCC to look further at various proposals tabled at the meeting with the administration at Endeavour House Ipswich on the 26th November, 2013.

Costings and the feasibility of the various proposals would be considered further at a meeting to be confirmed in January, 2014.

- **5th /6th December, 2013** – Cllr Barker visited the rest centre at Carlton Colville Community Centre in Hall Road, Carlton Colville where a large number of people who were rescued or evacuated from their homes in South Lowestoft were housed overnight during the Tidal Surge which flooded their homes. Thanks must go to the large number of personnel from all the emergency services who were involved in the overnight operation which also included members of the Coastguard, the NHS, officers from Waveney District Council as well as local volunteers.

- **2.1.14**– Cllr Barker contacted WDC regarding the condition of the road link between the new estate in Carlton Colville at the top of Bloodmoor and Poplar Road. This is being followed up.

Other Meetings of Interest:-

- 5.12.13 Cllr Barker & Cllr Byatt attended the SCC Education Scrutiny Committee In Ipswich . The two main issues discussed were the recent Ofsted Report on Education and Schools in Suffolk and the provision of Education other than at school (EOTAS).
- 11.12.13 Cllr Barker attended the Schools Organisational review Meeting in Ipswich
- 13.12.13 Meeting with SCC Officer Stephen Watt (Our Place Officer) in Carlton Colville
- 15.12.13 Cllr Barker & Cllr Byatt attended the WDC Civic Carol Service held at St. Marks Church in Oulton Broad.
- 18.12.13 Cllr Barker & Cllr Byatt attended a meeting held in Lowestoft Library with Cllr Newman - Portfolio holder for Roads and Transport for SCC re Lowestoft`s current and future traffic situation. SVB 3.1.13

Apologies for lateness of this report but the last couple of weeks have been very busy. I've been to 5 hospitals to visit patients or for me!!

I have attended a number of WDC meetings and attended 3 training evenings etc.

On Dec 5th I attended the Evacuation Centre at the Community centre and was impressed by the enthusiasm to help of everyone who was there throughout the evening and night. ^{Gen. small planned & carried out}

A couple of problems were identified at the Centre - lack of hot food & drinks through the night (particularly as "victims" were arriving at different times) Also some people arrived soaked through and there were only blankets to change into.

[I spoke to the manager of Break and she felt they might be able to help, during open hours, with warming!]

on Nov 27th

I met with Sgt. Simons and visited areas that pose a potential risk to residents including parking on Chapel Rd (Applewood) and around the Primary School.

Amongst the Problems I have been trying to help with are:-

* telephone wires on Rectory Rd that is the life-line for a 99 yr old lady. Numerous calls to Open Reach, S.C.C. and WDC. have eventually led to a site meeting on Dec 24th & an admission that the tree needs trimming but not able to pin down a date.

These have needed a lot of time including meetings & phone calls & 15 other emails.

Another elderly gentleman had been very ill & in hospital. His 93 yr old wife was struggling and I tried to get her support and help.

Complaints about dog fouling continue and fly-tipping Harrop Dale has also featured re tree planting.