

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 2 September 2015** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.10 pm

Minutes draft until signed.

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

Vice-Chairman Cllr Jill Tyler chaired the Meeting in the absence of the Chairman Cllr Alistair Mackie

The Chairman welcomed Town Councillors, County Cllr Peter Byatt, District Cllrs Paul Light and Jenny Cesera, Youth Workers of Impact, the Representative of the East Anglia Transport Museum and Members of the Public.

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

Town Council Members present: Vice-Chairman Jill Tyler, Paul Radforth, Christine Fair, Peter Tyler, Bill Mountford, and Julie Hall

Apologies were received noted and accepted from Cllrs Chairman Alistair Mackie, Clare Varela, Derek Fletcher and Terry Fleet.

Apologies were also received from District Councilor Kathleen Grant. County Cllr Sonia Barker will attend alternate Town Council Meetings with County Cllr Peter Byatt.

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

None received

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

None received see 1c

## **2 To approve and sign the minutes of the Town Council Meeting held on 5 August 2015**

Approval of the Minutes of the Meeting held on 5 August 2015, was proposed and seconded by Cllrs Julie Hall and Paul Radforth and agreed by all, subject to the inclusion of the words "it was noted that advice was sought from the WDC Monitoring Officer with regard to the letter from Cllr Fleet". It was noted that County Cllr Sonia Barker had provided a report that was received just after the Meeting had closed.

It was agreed to discuss at the next Town Council Meeting the numbering system for agendas and minutes.

## **3 Public participation**

*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 allow a period of up to 15 Minutes for reports and public questions. During this time, residents can put questions to the Chairman regarding local concerns. Where possible, the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.*

### **3a To receive reports**

Reports were received from the following:

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

See attached report

## **ii) District Councillors**

See attached report

D Cllr Light also added the following:

The east corner of Carlton Meadow needed attention, the Clerk was asked to look at this.

The suggestion that the Town Council should have meetings with officers from departments such as highways. Members agreed to discuss this at the next Town Council Meeting

## **iii) Suffolk County Councillors**

Cllr Byatt spoke on the following:

The actions taken by County Cllr Sonia Barker with regard to signage of road closures in Carlton Colville and road markings at Beccles Road roundabout.

The actions that needed to be taken by the relevant agencies to prevent flooding, that agencies needed to complete a full assessment of the whole area of the watercourse and that more pressure needed to be brought to find an answer to the flooding problem. It was noted that the flooding question would be raised at the next full County Council meeting. Cllr Bill Mountford, in his capacity as a County Councillor, offered to join County Cllrs Byatt and Barker at the meeting.

SCC discussion to have a bus shelter at Shaw Avenue.

The school traffic problems at Rushmere Road still needing to be addressed; Members agreed to include Town Council recommendations on the agenda for the next Town Council Meeting

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

See attached report.

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

The Youth survey results

See attached report.

## **vi) The Clerk**

See attached report

Members noted that the Flooding meeting held on 27 August had been a success and the clerk was thanked for organising this.

## **3b to receive questions from the Public**

A question was raised about ownership of the Kirkley Stream and the Clerk was asked to raise this question with the Environment agency.

A question was received about the distribution of the minutes from the WDC Aldwych Way flooding meeting and Cllr Paul Light was asked to look into this

## **4 To receive an update on actions from the previous meeting 5 August 2015:**

Replies to NHS Consultation were forwarded.

Building Regulations approval of the plans for the Town Council room were forwarded to the builder. A starting date had been received of 12 October and this fitted in with the Community Centre schedules.

A further letter about the need for a Post Office had been circulated among Members for approval. It had been agreed that such a letter would be sent to MP Peter Aldous by Cllr Jill Tyler on behalf of the Town Council. Agreement to the contents of the letter was proposed and seconded by Cllrs Julie Hall and Paul Radforth and all who had read it agreed the content. It was further agreed by all that the contents of the letter should be shown to the local businessman interested in setting up a post office service.

A request was sent to Anglian Bus Company for no 60 bus to revert to its normal route.

A request was made to County Cllr Sonia Barker to ask SCC to reinstate necessary signage for business at Rushmere Road.

A letter received by Chairman Cllr Alistair Mackie was circulated. It was agreed to consult with Suffolk Association of Local Councils and to convene a meeting between Cllrs Alistair Mackie, Jill Tyler and Terry Fleet. It was also agreed that the meeting would be attended by the Clerk and an independent outsider.

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

Annual Town and Parish Liaison Budget Review Meeting 12 November 2015

Neighbourhood Planning Network Forum 1 October at Stratford St Andrew. Cllr Bill

Mountford agreed to attend this.

Agreement from County Cllrs Peter Byatt and Sonia Barker to provide locality funding for gates and bins at play areas

Matters about Flooding

**6 To confirm receipt of minutes from Meetings held since 5 August 2015:**

Planning Committee Meeting held on 19 August 2015, circulated

Amenities Committee Meeting held on 19 August 2015, circulated

Meeting about Flooding held on 27 August 2015, circulated

**7 To agree payments of cheques**

See attachment

All Members agreed all payments apart from the payment for the temporary clerk for the Meeting of August Town Council Meeting. It was noted that Cllr Hall did not agree to this.

**8 To receive bank statement to 31 July 2015**

This was received.

It was noted that the Scribe accounting system had developed a fault in the system. The Scribe provider had acknowledged the fault and had provided advice about how to redress this.

**9 To receive and accept the Annual Return for the financial year ended 31 March 2015**

The external auditors report was received as follows:

“On the basis of our review of the annual return, in our opinion the information in the annual report is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

The external auditors report was received accepted and approved by all.

**10 To agree virement as proposed by the Amenities Committee item 14 of July 2015 for money set aside for a bench to be used for a litter bin at the OpenSpace skateboard park.**

This was agreed by all, being proposed and seconded by Cllrs Jill Tyler and Christine Fair.

**11 To receive proposal to remove the oak trees at Secrets Corner in order to provide more pavement space**

Cllr Paul Radforth pointed out that the trees in question were those along The Street on the south side pavement on the approach to Secrets Corner. The trees impinged on the pavement. The following amendment was agreed by all being proposed and seconded by Cllrs Paul Radforth and Jill Tyler: To contact Suffolk Highways to ask about the feasibility and costs of extending the pavement into the road. To copy this suggestion to County Councillors to see if highways locality money would be available for this. It was agreed, if it was not possible to extend the pavement, to confirm whether there were TPOs on the trees and to contact the landowner about possible removal of the trees.

**12 To ratify the Amenities Committee recommendation to ask the two primary schools if they would hold a competition to name the open space area at Aveling Way / Milnes Way, the prize being the winner's name on the area's sign and a winner's certificate.**

This was agreed by all being proposed and seconded by Cllrs Jill Tyler and Peter Tyler.

**13 To agree the following matters arising from the Flooding Meeting held on 27 August 2015:**

**Invitation to relevant authorities to attend future Town Council Meeting.**

It was agreed by all to invite relevant authorities to attend a future Town Council Meeting when considered necessary.

**Creation of a community group to liaise with the Emergency Response Team and relevant authorities about flooding matters.**

At the flooding meeting residents had volunteered to create a community group to liaise with the Emergency Response Team and relevant authorities about flooding matters.

It was agreed by all to support this group to move forward by funding a meeting room for them and by there being a Town Council Member to liaise with them. The clerk would initially liaise with the group and the Emergency Response Officer.

It was also agreed to look further into a Town Council Emergency Plan.

**14 To receive update on newsletter and website**

The previous webmaster was still kindly offering to keep the website updated.

Cllr Valera was making progress with the current newsletter. It was noted that a resident at The Street had not received the newsletter.

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

Invitation to Post office representative to experience the post office facilities for Carlton Colville, Numbering system for agenda and minutes, Council meetings with agencies eg highways, School traffic situation and TC recommendation for solution, Youth facility - youth hub, emergency response document

**16 To close the Meeting**

Before the Meeting closed the representative from Carlton Colville Community Centre advised that furniture for the Town Council room could be stored at the Community Centre.

There being no further business, the Meeting closed at 9.00 pm

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

# CARLTON COLVILLE TOWN COUNCIL

## POLICE REPORT FOR PERIOD

26/07/15 – 25/08/15

There have been 15 crimes recorded for the above period

1x Assault occasioning ABH

2x Criminal damage – other

1x Criminal damage vehicle

2x Burglary dwelling

1x Cause harassment/alarm/distress sect 5

5x Common assault (no injury)

1x Theft of pedal cycle

2x Possession of class B drug

Report compiled by Pcs0 3087 Steve Wicks on behalf of the South Lowestoft Safer  
Neighbourhood Team.

TC Meeting, September 2015

Payments for consideration

Clerks salary for August 2015 chq 1961		
CDS printer repair chq 1962	£12.00	
CDS stationery: toner cartridges, paper chq 1963	£59.15	
Bloodmoor Hill Community Association key deposit chq 1964	£25.00	
Bloodmoor Hill Community Association hire hall chq 1965	£12.25	
Owl architects negotiating building regulations chq 1966	£147.18	
EPS Ltd for clerking at Meeting of 5 August 2015 chq 1967	£117.69	
BDO LLP external audit chq 1968	£360.00	

## Carlton Colville Town Council 2 September 2015 Clerks report

SEPTEMBER

**Hedges and pavements Policy** Liaised with SCC about input for a Town Council policy to keep Carlton Colville pavements free of overgrown hedges slippery leaves and encroaching vegetation particularly on school walking routes. (Amenities)

**Flooding** - arranged meeting, sourced venue, sourced list of participants, continually liaised with all until date found agreeable to all, forwarded correspondence to all, advertised meeting in journal and noticeboards wrote and printed flyers; printed questionnaires for residents attending . Copied previous information received from residents and gave to authorities: Anglian Water, Environment Agency and SCC and WDC. Copied questionnaires received at meeting to agencies above. Forwarded information resulting from meeting to web and newsletter and noticeboards and Journal about requesting residents to forward information to SCC site.

**Bins** – Circulated list of all bins in CC including those provided by WDC (Amenities)

**Allotments** – wrote to Allotment holder about breach of agreement (Amenities)

**Buses** – wrote to Anglian about residents' complaints about no 60 bus route (TC Meeting)

**Anti graffiti** obtained recommendation and details of paint for amenities committee (Amenities)

**NHS Consultation** – forwarded replies (TC Meeting)

**Signage for closed roads at Rushmere Road** – forwarded complaints to SCC Cllr S Barker (TC Meeting )

**Cllr Resignation** – wrote for clarification (TC Meeting)

**Carlton Marshes Nature reserve** Advised of TC agreement to part fund bin, requested amount needed and asked for verification of site been in CC (Amenities)

**Harrapdale** - Wrote further to WDC re Amenities request about need for boundary at Harrop dale open space. (Amenities)

**Open space between Elmdale drive and Robertsbridge Close** advised needs cutting. (Amenities)

**Borrow Close boundary** reminder request about need for change on plan at Land Registry (TC Meeting)

**Dog walk and Amenities Corner** – requested clarification of service agreement and costs for next year

**Bus shelter – reported broken window at Ashburnham Way**

**Attended:**

**Office furniture** –visited **WDC Town Hall** with Cllr J Tyler to choose furniture

**Waveney Local Plan Review at Riverside** with Cllrs Jill Tyler and Paul Radforth

Report from District Cllr Paul Light

WDCllrs Ceresa, Grant and I were joined by SCCllr Barker for our monthly surgery which was well attended by residents who had been flooded.

I have been contacted on a number of issues including;

# An increase in the number of car sales in the Elm Tree / Long Rd layby. Up to 5 cars have been left there for sale. One was previously left for sale on the Ashburnham car park with another vehicle showing the same telephone contact number. This has since been replaced by another number. A WDC Officer has visited and reported details to Trading Standards and the Police. In the past Police have attended leaving Police Aware stickers on the cars. I've also reported this several times but, so far, no one has visited the area. There is a knock on effect to the business based there paying all the appropriate taxes!

I am told that the Safer Neighbourhood Team is to end.

# Safety of children from the Oaks getting to school.

# I understand that holes have appeared in the surface of parts of Castleton Meadow (even in front of a goal) which could be quite dangerous to anyone playing there.

# The meeting about flooding in Carlton Colville was very interesting.

It appears that there is a specific area in the town that is regularly being effected.

Past problems on Marsh Lane and Seavert Close were cause by situations peculiar to them and subsequently corrected.

It seems to me that there is more than one issue with flooding in the south west part of the town and clearing/improving Kirkley Stream is not the total solution.

I can appreciate the issue around Kirkley stream and possible ways to resolve this. This has been an essential requirement for many years!.

However, the problem caused by water gushing downhill, from the direction of Church Rd, seems to me to be a different matter!.

There are properties on Elm Close where surface water regularly flows through their garages.

Add the situation on the west side of Rectory Rd / Peacock where water also flow through their gardens and garages. Also Beaumont / Meadow Way where water can lay.

Parts of Hall Rd are a different situation again! Cars along there have been known to be moved by the flowing water. Is this an area where the cleaning of the field ditch would see a real improvement along that road (although more water would be joining the stream earlier and add to the problem there if nothing is done)?

Several residents I spoke to on Hall Rd have endured this for many years and felt nothing was likely to be done.

Improvements to the stream will be vital to stopping the build up of water and protecting homes. However, I can not see how this will have any effect on water flowing towards it.

Would this not be a good time for regular meetings to be arranged with the relevant agencies and representatives of Carlton Colville?

I know of a town that holds regular meetings with SCC Highways etc to draw attention to issues and developments and pursue resolution.

If I lived in a property that is regularly being flooded by water and raw sewage, and had to live with the consequences, I would appreciate my representatives being able to challenge and push for urgent improvements.

The availability of emergency support is good but does not compensate for the ongoing trauma when it rains.

I note the agenda item on removal of the oak tree.

I wrote to SCC Highways re a lamp post in the middle of the pavement on Chapel Rd making it difficult for prams, wheel chairs etc getting past.

The reply was for them to cross the road!

The oak tree in question was a prime part of the objection to the building on Four Acres and has a TPO.

If the tree was to be removed would that have any effect on the water build up at Secret's Corner? I'm not an arborist and wondered if the tree's roots 'drunk' up a proportion of the water there???

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM  
AUGUST 2015

Visiting numbers increased following the museum being featured in Look East in July.

Two museum members held their wedding reception at the museum on Friday, 07 August. Guests were brought from the church to the museum on two double deck buses suitably decorated with ribbon and appropriately worded destination blinds. This took a year to plan and the weather was perfect on the day. The groom was interviewed on BBC Radio Suffolk Drivetime programme.

On 16 August one of the museum buses attended the Beccles Carnival. This was also the start of the publicity campaign for Santa Trams.

Work is progressing on various restoration projects.

The museum has been awarded £650 from the Association for Suffolk Museums, mainly funded by Suffolk County Council. This is for the suitable storage and labelling of a collection of four hundred documents and the project will be completed by mid February.

Preparations are underway for the Autumn Gala on 26 and 27 September.