

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 13 May 2015** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until signed.

1a) To elect a chairman

Cllrs Derek Fletcher and Jill Tyler proposed and seconded Cllr Alistair Mackie and all agreed the proposal and the nomination was accepted. There were no other nominations.

1b) To elect a vice-chairman

Cllrs Alistair Mackie and Derek Fletcher proposed and seconded Cllr Jill Tyler and all agreed the proposal and the nomination was accepted. There were no other nominations.

1c) Declaration of acceptance of office by Chairman

This was signed by Cllr Alistair Mackie

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

These were signed by all Councillors

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

All Members were present, Members being Cllrs Alistair Mackie, Jill Tyler, Derek Fletcher, Julie Hall, Bill Mountford, Peter Tyler, Christine Fair, Paul Radforth, Clare Varela, Terry Fleet.

Also present were PCSO Justin Winn and Youth Workers from Impact, and Members of the Public.

County Cllr Sonia Barker and D Cllr Paul Light sent apologies.

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

None were received

1g) To consider applications for dispensation

See item 1f

1h) To elect members for the following Committees:

Planning Committee, Amenities Committee, Finance and Personnel Committee; Public Transport representative; Youth Representative; Allotments Committee representative; Council room working party.

Cllr Peter Tyler proposed that Amenities and Planning committees consist of five Members to ensure a quorate number at Meetings. All agreed.

The following memberships were agreed:

Planning Committee: Cllrs Derek Fletcher, Bill Mountford, Peter Tyler, Terry Fleet, Paul Radforth

Amenities Committee: Cllrs Derek Fletcher, Bill Mountford, Peter Tyler, Terry Fleet, Paul Radforth, Jill Tyler

Finance and Personnel Committee: Cllrs Christine Fair, Clare Varela, Jill Tyler, Alistair Mackie

Allotments working party representative: Cllr Peter Tyler

Council room working party: Cllrs Alistair Mackie, Derek Fletcher, Paul Radforth, Peter Tyler

Youth Representative: Cllr Jill Tyler

Public transport representative: Alistair Mackie

2 To approve and sign the minutes of the Town Council Meeting held on 1 April 2015

Approval of Minutes of the Meeting held on 1 April was proposed and seconded by Cllrs Derek Fletcher and Peter Tyler and agreed by all.

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 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

PCSO Justin Winn read out the Police Report. See attachment. He advised that: There is now a change in crime recording which may result in an apparent crime increase but this is because all reported crimes are now logged whether or not they are later deemed to be crimes. Some crimes are de-crime'd later but this is not reflected in the crime reports.

Individual neighbourhood police teams are now being deployed over larger areas.

The Crime reduction officer can provide locks for garages and sheds at a low cost and these can be obtained from the front desk at the Police Station.

ii) Waveney District Councillors

As elections had only just been held, no reports were received from District Councillors

iii) Suffolk County Councillors

Concerning the former school premises in Hall Road, Cllr Sonia Barker had forwarded information that there is a proposal by Suffolk County Council to use the site as an assessment centre that provides holistic model assessment for vulnerable learners for Key Stages 3 and 4. Cllr Barker invited views from the Town Council. It was proposed by Cllr Jill Tyler and seconded by Cllr Julie Hall and agreed by all to write to the highest level of Suffolk County Council to ask why the Town Council has not been told of these plans and to advise that the Town Council considers that it has been let down by constant to-ing and fro-ing of Suffolk County Council policy and of not being kept informed of Suffolk plans for the site when it was known that the Town Council had an interest in the site for community use as Carlton Colville is now one of the biggest wards in Waveney and has very little infrastructure, and that furthermore such lack of information does not sit well with current localism policy.

iv) East Anglia Transport Museum

See attached report

v) Carlton Colville Youth Council

The Youth survey would be going out when information from Pakefield High School had been received

vi) The Clerk

See attached report

3B To receive questions from the Public

The lack of a Post Office facility was mentioned again. Cllr Jill Tyler reported as follows:

The previous Post Office contact had resigned but Cllr Tyler had been advised that the closure of a Post Office facility in Lowestoft would not enable an opportunity to create a replacement facility in Carlton Colville. Cllr Tyler advised that, as had been agreed by the Town Council, she would continue to pursue the request for a Post Office facility and to include reference to the need for post office facilities in nearby villages and that a business plan for a Post Office facility was being developed by a local business.

4 To receive an update on actions from the previous meeting 1 April 2015:

A further request had been sent to the solicitor for correspondence to be issued about boundaries and reasons were given to the solicitor for the siting of Council fences. A proposed letter was received from the solicitor for Members' approval. Members made comments for additions to be made.

The Annual Meeting of the Parish was held on 15 April with a presentation given by the Police Commissioner and catering provided by the Dales WI.

The local Police Inspector was contacted about recent non availability of police at Town Council Meetings and the reply was received that the non-attendance is due to shift patterns and urgent priorities. Police are available for advice if enquiries are made.

Cllr Jill Tyler has contacted the Post Office about the recent vacancy of a Post Office in Lowestoft and requested that the Carlton Colville area be considered.

The Working Party for the Council room had met. The received quote was accepted

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

Details of proposed road humps and zebra crossing at Rushmere Road were received from Suffolk County Council with the information that the proposals are intended to provide a safe crossing place for children and adults walking to and from Carlton Colville Primary School and that the raised humps are included in the scheme to slow traffic on the approach to the crossing. Members agreed to discuss this matter at the Amenities Committee Meeting as Members agreed that this was not a solution to the parking and traffic problem and that they understood that there were to be no more Suffolk County Council meetings about the matter until after this current road work had been implemented. Members suggested writing to cabinet members and the secretary of state for education about the traffic problem. The petition for a hearing about the traffic problem still needed 800 signatures.

6 To confirm receipt of minutes from Meetings held since 1 April 2015:

1 Annual Meeting of the Parish 15 April 2015

2 Planning Committee Meeting 29 April 2015

Minutes were received for the above Meetings

The Working Party for Council Room was held on 7 April 2015

7 To agree payments of cheques

These were agreed by all and would be signed after the Meeting had closed.

See attachment

8 To review Terms of Reference for Amenities and Finance and Personnel Committees, circulated

These were reviewed accepted and agreed by all. It was agreed by all that signatories for Santander and Nat West Bank would be Cllrs Alistair Mackie, Derek Fletcher, Julie Hall and Jill Tyler.

9 To review standing orders and financial regulations, circulated

These were reviewed accepted and agreed by all. At item 1t it was agreed the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

10 To review assets including buildings and office equipment, circulated

These were reviewed accepted and agreed by all.

11 To confirm arrangements for insurance cover in respect of all insured risks, circulated

These would be confirmed at the next month's agenda. It was noted that extra noticeboards and lawnmower and strimmer needed to be included.

12 To review the council's subscriptions to other bodies, circulated

These were reviewed and accepted by all.

13 To review the council's complaints procedure, circulated

These were reviewed, accepted and agreed by all.

14 To review the council's policy for dealing with the press and media, circulated

These were reviewed, accepted and agreed by all.

15 To review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, circulated

These were reviewed, accepted and agreed by all.

16 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council, circulated

The dates circulated were agreed by all. It was confirmed that the next Amenities Committee Meeting would be 17 June 2015. It was agreed to hold surgeries every other month. Venues would be sought. It was noted that a table needed to be bought for the surgeries.

17 To receive update on the proposed extension and Town Council Office at Carlton Colville Community Centre To agree Council Working Party recommendation that the Council representative to liaise with the builder and community centre be Cllr Peter Tyler

The payment terms from the builder were received. It was proposed and seconded by Cllrs Derek Fletcher and Alistair Mackie and agreed by a majority of Members to agree the payment terms. It was proposed and seconded by Cllrs Christine Fair and Paul Radforth and agreed by all that Cllr Peter Tyler should be the Council representative to liaise with the builder and the community centre members.

18 To receive update on budget and bank accounts

This was received. It was noted that having budget forecasts for the years up to 2020 were a recommendation by Suffolk Association of Local Councils

19 To receive update on Bloodmoor Hill Community Association's Community Centre

No further information had been received from WDC.

20 To receive update on the use of the redundant school buildings at Hall Road

See item 3

21 To receive update on newsletter and website

Cllr Clare Varela advised that the newsletter would be ready for publication as she could now insert the councillor committee details. It was agreed to obtain more quotes for printing future newsletters. A member of the public offered to deliver newsletters in areas not covered by the current distributor (The Advertiser).

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

22 Matters in abeyance and for next Meeting

Review of policies; review of insurance; audit agreement. It was agreed by all to alter the wording of the agenda at item 3 for public participation to include standing orders agreement to public participation during meetings.

23 To close the meeting

There being no further business, the Meeting closed at 9.30pm.

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

Carlton Colville Town Council Meeting, May 2015

Payments for consideration

| | | |
|---|---------|--------------|
| GDC Landscaping and lawnmowers chq 1925 | £758.33 | Paid 15/4/15 |
| Clerk salary April 2015 chq 1926 | | |
| Uplands Community Centre hire hall Planning Meeting 29 April 2015 chq 1927 | £7.50 | |
| Bloodmoor Hill Community Association chq 1928 | £8.50 | |
| WI Catering for Annual Parish Meeting Contribution to WI funds chq 1929 | £25 | |
| Salc, Councillor induction dividers x 13 chq 1930 | £41.34 | |
| Salc annual Subscription for 2015/2016 chq 1931 | £962.00 | |
| CDS KAS stationery chq 1932 | £11.85 | |
| Waveney Norse cleaning brick built bus shelter chq 1933 | £63.00 | |
| Waveney Norse cleaning bus shelters chq 1934 | £112.50 | |
| Avena destruction of confidential waste chq 1935 | £60 | |
| Owl architects invoice 5 technical design chq 1936 | £196.26 | |
| Councillor expenses J Tyler chq 1937 | £30 | |
| Councillor expenses A Mackie chq 1938 | £21.98 | |
| Expenses for TC mower and strimmer P Tyler chq 1939 | £45.15 | |
| Expenses for WI for ingredients for catering at Annual Parish meeting reimburse clerk £27.47 chq 1940 | £27.47 | |
| Error cheque 1941 | | |
| Salary for clerk for May chq 1942 | £869.45 | |

Carlton Colville Town Council 13 May 2015 Clerks report

Actions included:

Annual Parish Meeting - Liaised with Police Commissioner for presentation and WI for refreshments and with local organisations for attendance

Town Council room project - Liaised with Jack Green of Community Centre and Working Party and architects and builder regarding extra work

Allotments- Confirmed with the solicitor about the situation at Borrow Close and TC confirmation of request for legal action with reasons behind this. Sent chaser emails, have been advised that a reply should be received soon

Wrote to WDC and SCC about banners recently installed (illegally) at Anchor Way as these have been removed and owner is looking for them.

Elections – liaised WDC elections department and councilors re the submission of forms and ensured correct receipt of forms

Information –Distributed hard copies of current information for members. There will be a continual provision of standard information.

Skateboard at Carlton Park Open Space – Reported Problems to W Norse. Wrote to Kessingland for information about their skateboard park, awaiting reply

Reported:

Broken bollard at Uplands Close

Overgrown path at footpath 8a – this to be cut in two weeks' time

Blocked drain at Famona Road

Dangerous footpath at Chapel Road – this reported to C Cllr Sonia Barker

Broken bin at Bloodmoor

Ordered:

Lawnmower and strimmer

Litter bin for Harrop dale

Hanging baskets

Confidential shredding of weeded council paperwork

CARLTON COLVILLE TOWN COUNCIL

POLICE REPORT FOR PERIOD

26/03/15 – 28/04/15

There have been 19 crimes recorded for the above period

2x Assault occasioning ABH

2x Common Assault

1x Criminal damage – vehicle

3x Burglary dwelling

2X Theft other

1x Theft from motor vehicle

1x Theft in dwelling

2x Interference with motor vehicle

1x Arson

2x Fear of provocation of violence

1x Malicious communication

1x Make off without payment

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

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
APRIL 2015

On the Saturday and Sunday of the Easter weekend the museum held an Easter Egg Hunt. This was a new event devised by our events committee. Despite the rather damp and chilly weather the event was well supported. Every child was given a sheet giving nine clues to where a cardboard shaped egg might be found. These were quite small and not easy to find. The trail took the visitors all over the museum. Each Easter Egg had a letter on it then, from these letters, a word grid was completed. Then an Easter Egg was collected. On each day there was a barbecue which supplemented the café.

Our next event is the 1940s weekend on 16 and 17 May. This is another new event. Many volunteers are entering into the spirit of the event by wearing 1940s dress. There will be courtesy bus services to and from Lowestoft and Beccles. On the publicity flyer details are also given of the regular bus services by Anglian, First Bus and Border Bus.

On 25 April the museum's Annual General meeting was held at the Hall Road Community Centre, which again proved to be a popular venue. We are fortunate to have this community facility in close proximity to the museum.

This year we are again calculating the contribution we make to the local tourism economy using the guidance and tables by the Association of Independent Museums.