

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 1 April 2015** 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 had notified the Council that he would be delayed and the Vice-Chairman introduced the Meeting and welcomed Town Councillors and the following attendees: County Cllr Sonia Barker, District Cllr Paul Light, Youth Workers from Impact, Jack Green from Carlton Colville Community Centre, and Members of the Public. District Cllr Kathleen Grant sent apologies.

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

Town Council Members present were: Chairman Alistair Mackie, Vice-Chairman Jill Tyler, Derek Fletcher, Bill Mountford, Tony Tibbitt, Julie Hall, Claire Varela, Christine Fair and Peter Tyler. Paul Radforth sent apologies which were accepted and noted. Cllrs Alistair Mackie and Julie Hall arrived at 7.10 pm and Cllr Mackie took the chair at item 3B onwards. The resignation of Cllr David Kindred had been received.

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

None received

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

None received

## **2 To approve and sign the minutes of the Town Council Meeting held on 4 March 2015**

The approval of Minutes of the Meeting held on 4 March 2015 was proposed and seconded by Cllrs Derek Fletcher and Christine Fair and agreed by all. Cllr Jill Tyler signed the Minutes as acting Chairman.

## **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 there will be 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.*

### **3A to receive reports**

**Reports were received from the following:**

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

See attachment for report provided. Comments were made as follows:

The number of assaults mentioned on the crime report appeared to be high, the Clerk was asked to make enquiries about the seriousness of the assaults; there was an awareness of recent complaints of antisocial behaviour at Carlton Meadow Park area late at night and the question was asked about the police action on this; the regular nonattendance of Police at the Town Council Meetings was commented on and Members requested that the Clerk contact the

local police inspector about the Police not being in attendance and available to to answer questions.

**ii) Waveney District Councillors**

See attachment for report provided.

**iii) Suffolk County Councillors**

See attachment for report provided. Cllr Sonia Barker added that the caretaker's house at the Carlton Colville Primary was being let and the redundant school buildings were still being considered for educational purposes.

**iii) Carlton Colville Youth Council**

The Carlton Colville Youth Council survey about youth needs was gathering pace. Pakefield High School had agreed that the survey could be done there electronically. Also the Youth Council had received agreement from Beccles Free School to conduct the survey there, and received requests from Ashley Downs School and East Point Academy to be included in the survey.

It was agreed by all that the Chairman write to the Youth Council congratulating them on their work on this project

**iv) East Anglia Transport Museum**

See attachment for report provided

**vi)The Clerk**

This had been circulated. See attachment. The main points relating to the Meeting were read out.

**3B to receive questions and input from the Public**

The question about the provision of a Post Office was raised again by one of the residents particularly in the light of the Post Office refusal of a facility in Carlton Colville being followed by the opening of a facility at the north side of Lowestoft. Members advised that a further approach to the Post Office would be revisited by the Town Council and that the support of the nearby villages lacking post offices would be sought.

**4To receive an update on actions from the previous meeting of 4 March 2015**

The Youth Workers of Impact had been advised of the Town Council's agreement to employ them.

Town Council Boundaries: Further information had been forwarded to the Solicitor for legal action to be taken. The solicitor had now replied seeking the following confirmation:

That the Council still requested a letter to be sent to the homeowner in question asking that he move his fence back to the boundary. That of the other homeowners who had not been given permission by WDC to extend their boundary the Council requested letters be sent to them reminding them that they do not have permission to extend their gardens onto Council land.

The Council confirmed that it still requested this to be done.

The Clerk was asked to advise the solicitor of the reasons for the allotment fence having been installed in that position these being for good neighbourliness, ie for easy access to clear weeds and to stop allotment vegetation impinging on neighbouring properties and for access for mending fencing along the boundaries where necessary.

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

Nominations forms received from elections office.

Request for a bus shelter at Beccles Road at the top of Marsh Lane received from SCC on behalf of a resident. This would be discussed at the next Amenities Meeting.

Note of Community Infrastructure Levy contributions arising in Carlton Colville. It was noted that some CIL payments had recently accrued.

**6 To confirm receipt of Minutes from Meetings held since 4 March 2015**

It was confirmed that the following had been received:

Minutes of Amenities Meeting held 18 March 2015

Minutes of Planning Meeting held 18 March 2015

Minutes of Finance and Personnel 17 March 2015

Minutes of Working Party for Council Room 18 March 2015

**7 To agree cheques. These will be signed after the Meeting has been closed.**

See attachment

These were all agreed by all Members being proposed and seconded by Cllrs Derek Fletcher and Alistair Mackie.

**8 To receive Model Standing Orders from Suffolk Association of Local Councils adapted to Carlton Colville Town Council and to consider the adoption of these Model Standing Orders**

These had been circulated.

It was agreed by all to accept the Model Standing Orders from Suffolk Association of Local Councils as adapted to Carlton Colville Town Council as Standing Orders for Carlton Colville Town Council.

**9 To receive the proposal that a Chairman of the Council should serve as Chairman for no more than two consecutive years**

This was considered and the amendment was proposed by Cllr Bill Mountford and seconded by Cllr Derek Fletcher that the Chairman should normally only serve for two years and this would be subject to review. All agreed.

**10 To receive update on the proposed extension and Town Council Office at Carlton Colville Community Centre including correspondence from users of Community Centre.**

The architect's letter dated 23 March was circulated and read by all. This letter was in reply to questions raised at the Town Council Room Working Party on 18 March.

It was agreed by all that the Working Party would meet on 7 April and the drawings for Building Regulations would be compared with the Planning Submission drawings and against the quote received.

It was noted that the Community Centre Committee advised that there was now no need for a separate water supply to be installed.

**11 To ratify proposals of Working Party for Council room with regard to acceptance of quote from quotes received**

It was agreed by all that following clarification of the plans as discussed at item 10 above and subject to additional costs not being more than 10% of the original quote the Clerk be instructed to accept the quote on behalf of the Council. If the quote should be increased by more than 10% of the original quote then the item should be brought back to Full Council. This was proposed and seconded by Cllrs Jill Tyler and Derek Fletcher and agreed by all.

**12 To receive update on Bloodmoor Hill Community Association's Community Centre**

No further information had been received from WDC

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

The current update from Suffolk County Council was that the premises were still being considered for educational use.

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

Cllr David Kindred had resigned from the Council but had kindly offered to carry on helping with the website. Cllr Clare Varela was putting together the newsletter. It was agreed to publish the newsletter after the elections to avoid purdah infringements. In the meantime contributors had been advised of this and also advised that any of their notices that had deadlines would be sent to the Community News Page of the Journal

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

Due to election constraints it was agreed to hold the Annual Meeting of the Council on 13 May. Agenda items would be standard items for an Annual Meeting.

**24 Close Meeting**

There being no further matters the Meeting closed at 8.55 pm.

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

TC Meeting, April 2015

Payments for consideration

Mileage to Salc training PR chq 1913	£92.70	Paid 18 March 2015
Hire of hall Methodist Church chq 1914	£120.00	Paid 18 March 2015
Owl architects drawings technical stage for building regulations chq 1915	£240	Paid 18 March 2015
Waveney District Council inspection charge for Town Council room chq 1916 to be sent to Owl	£256.50	Paid 18 March 2015
Clerk salary March 2015 chq 1917		Paid 18 March 2015
Payment to HMRC chq 1918	£499.66	Paid 18 March 2015
Salc clerks networking day chq 1919	£18.00	
Groundworks K Swatman removal of old and installation of new goal posts at CCCC Chq 1920	£1221.60	
Scribe accountancy software for year commencing May 2015 Chq 1921	£234.00	
Uplands Community Centre hire hall F&P Meeting 17 March 2015 chq 1922	£15.00	
Mileage clerk: to network day at Salc Claydon 97 miles and clerks network day at SLCC at Claydon 97 miles and salc area meeting at Bungay 27 miles total 221 miles at .45 p per mile Chq 1923	£99.45	
Expenses clerk telephone for 3 months £25; heating and lighting for 3 months £37.50 total £62.50 Chq 1924	£62.50	

## Carlton Colville Town Council 1 April 2015 Clerks report

Actions included:

Annual Parish Meeting:

Wrote and thanked Police Commissioner for agreeing attendance on 15 April 2015; confirmed time of 7.30 with refreshments at 7.0pm

Asked WI if they would do refreshments, this agreed by WI and liaised with WI

Town Council room project:

Further letters sent re associated works and liaised with Jack Green of Community Centre and Working Party and toddler group. Received and arranged for opening of quotes by Vice Chair in presence of Working Party.

Wrote to architects as instructed by Working Party about items to consider on building

Councillors Register of interests: Advised WDC re Councillor David Kindred's Resignation

Advised Youth Workers of TC decision to employ them

Liaised with Lowestoft Aviation Society re commemoration of Flying Fortress crash

Allotments:

Updated allotments log

Issued bills for water; Cllr Peter Tyler delivered these with tenancy agreement that he had prepared

Liaised with the solicitor about the situation at Borrow Close with TC request for legal action. Phoned and emailed

Reported smashed bus shelter at The Street to SCC

Reported smashed bollard at The Street to SCC

Liaised with Journal about Fairy Door

Wrote to WDC and SCC re banners at Anchor Way, these have been removed

Received and issued nomination papers for elections and liaised with WDC elections department

Produced and sent Journal report to include items with deadline from newsletter

Attended:

Clerks networking day

Salc area meeting

Networking day for Suffolk clerks

## REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM

MARCH 2015

21 March was Members Day when members did a variety of jobs in preparation for the opening day of the season on 01 April. Vehicles were cleaned, floors and roads were swept and numerous other jobs were done, both outside and indoors.

On the following day three vehicles went to Norwich for the Classic Bus Running Day. Other voluntary organisations taking part were the Eastern Transport Collection at Attleborough and the Ipswich Transport Museum.

This year the museum will conduct a full Visitors Survey in addition to calculating the annual Tourism Impact.

The museum completed an annual return to the Heritage Railway Association. The collated returns from the Association's member organisations provide a clear picture of how much preserved railways and transport museums contribute to the tourist economy, and the number of full time equivalent posts are generated by the hours worked by volunteers.

**CARLTON COLVILLE TOWN COUNCIL**  
**COUNCIL MEETING – WEDNESDAY 1<sup>st</sup> April, 2015**

**Report by County Councillors:**

**Cllr Sonia Barker & Cllr Peter Byatt**

Suffolk County Councillors for the Pakefield Division which includes  
Carlton Colville

**1. Suffolk County Council matters:-**

**Meetings involving Cllr Sonia Barker:-**

- 1. There was a Full SCC Council Meeting at SCC Endeavour House Ipswich on the 19<sup>th</sup> March, 2015:**

**Question from Julie Wheeler to the Cabinet Holder for Education & Skills Cllr Lisa Chambers:**

There was a Question from a member of the public Julie Wheeler parent and representative of `Stop SEN closures in Suffolk` Campaign about the proposal and subsequent decommissioning of Suffolk`s Specialist Support Units (SCCs) which was halted on the 11<sup>th</sup> February, 2015 by Paul Senior.

- 2. Police & Crime Commissioner Tim Passmore**

Tim Passmore gave an update to Councillors and answered questions.

- 3. Motions – the follow Motions were received and debated:-**

Motion 1 - proposed by Councillor Julian Flood and seconded by



Councillor Derek Hackett

*“The Councillors’ claimed expenses page on the SCC website should be amended and improved to increase transparency and accessibility. It should also include all training, liaison, consultation and conference costs for each councillor to enable the public to see that their money is being well spent and by whom.”*

*This was debated and lost*

Motion 2 – Proposed by Councillor Bill Mountford and seconded by Councillor Bert Poole

*“Before proceeding further with any bid for the construction of a third crossing of Lake Lothing in Lowestoft, this council will re-examine the findings of the WSP Report, taking into consideration costs for compensation and land acquisition not included in the report. This council will only then be in a position to make a comparison of the merits and consequences of the two possible crossing locations with respect for, and taking into consideration, the needs and wishes of the people of Lowestoft.”*

The Labour Group proposed by Cllr Len Jacklin and seconded by Cllr Sonia Barker an amendment: as follows:-

*“Before proceeding further with any bid for the construction of a third crossing of Lake Lothing in Lowestoft, this Council will re-examine the findings of the WSP report, taking into consideration costs for compensation and land acquisition not included in the report.*

*This council will reassess the economic benefits and costs of the two possible crossing locations, including the assumptions based on figures provided by ABP, and taking into consideration and respecting the needs and wishes of the people of Lowestoft, prepare a more robust and viable case for a central crossing, in order to secure the support of New Anglia LEP for this scheme.’*

*The amendment was lost and the substantive Motion was also lost.*

Motion 3 – Proposed by Councillor Sandy Martin and seconded by Councillor Sarah Adams

*“This Council supports the rights of workers to be protected under the obligations of the Working Time Regulations which ensure they are not forced to work on average more than 48 hours a week.*

*To that end this Council resolves to amend its procurement procedures to specify that contracts will rule out the use by any organisation of employees who have been encouraged to waive their rights under the regulations.”*

*The motion was lost*

Motion 4 proposed by Councillor Guy McGregor and seconded by Councillor Richard Smith MVO

*“This Council, noting that it is the intention of EDF to build another Nuclear Power Station adjacent to Sizewell B and that the indications are that this will be, at least, a £16 Billion Civil Engineering Project with Construction Phase of, at least, 10 years*

*Calls upon Suffolk County Council to redouble its efforts to ensure that Suffolk gains significant Community and long term Infrastructure Benefits arising from this Project which is of Key Strategic Importance to the UK.”*

*The motion was agreed.*

1. **Pay Statement 2015/16**

To consider a report of the Director of Resource Management.

2. **Amendments to the Council's Constitution**

To consider a report of the Director of Resource Management.

- 3 **Questions from Councillors:** Due to the fact that there was a Fire Alarm (genuine) during the Meeting requiring the entire building to be evacuated and it was late it was agreed by all Councillors present that the Questions Agenda item would be answered by Cabinet members via email including Supplementary questions.

**Other SCC Meetings/Events attended by Cllr Sonia Barker during March 2015**

- **6.3.15:** IT Training re New On-Line system
- **11.3.15:** Meeting with the Heateacher of Orminston Denes High School
- **14.3.15:** Icenjudo Club
- **23.3.15:** Chair & Vice Chair of Pre Meeting of the Education & Children`s Services Scrutiny Committee
- **25.3.15: Pre Meeting (9 am) and Meeting of the Education & Children`s Service`s Scrutiny Committee – 10am – 1.45pm**

**26.3.15: 1.00 pm: Official Opening of the Lowestoft Northern Spine Road.**

**SVB 26.3.15**

**4. Locality Budget Update – in Carlton Colville:**

Cllr Barker can confirm that the following Locality Budget items have been allocated to Carlton Colville

1<sup>st</sup> Carlton Colville Air scout group - £700.00 re Oshkosh trip 2015.

**5. Carlton Colville Primary School - feasibility solutions to the road safety concerns: –**

Cllr Barker attended the meeting with other Carlton Colville and Gisleham community representatives (including CCTC Councillors) on the 26.1.15 where two traffic solutions were tabled with plans and costings.

Other suggestions to the continued traffic congestions were also made concerning the use of the closed `free` school former play area and car park which would also be looked into by SCC representatives. The two plans were agreed as a way of working towards alleviating the traffic chaos outside the school with one or two amendments. The work to be undertaken will involve the creation of a new pavement of 120 metres on the south (school side of the verge) outside the school grounds to increase the safety of parents and children being dropped off by car or walking to school. In addition two gates (the design to be determined) will be fitted at the two school gate openings onto the road to further increase pupil safety. The creation of the new pathway will involve removing trees and shrubs and improving the drainage.

The other safety solution is a new zebra crossing and improved pavement area in Rushmere Road (near to where the current School Crossing Patrol is located).

Cllr Barker welcomed these two improvements and will be keeping a close eye on the progress of the work once it begins. The grubbing out of the existing trees should start in February, 2015.

Total cost of the scheme is £150,000 with some funding coming from County Councillors Barker, Byatt and Ladd. It is hoped that the scheme will be scheduled for the school summer holidays.

SVB 29.1.15

Waveney District Council

Held it final meeting before the election with the briefest agenda ever.  
Members stood as a mark of respect for ex SCC & WDCllr John Goldsmith.  
The CEO's final words were to congratulate all councillors for their hard work on behalf of Waveney and their Wards. He made comment on all that had been achieved with front line services being maintained in spite of the financial restrictions.

A question was asked about Town & Parish Councils and there is a desire to introduce these for several areas including some villages and Lowestoft Town. This is something being considered after the election.

The Marina Centre is being relocated during refurbishment and I have passed the information to the clerk.

Carlton Colville

I followed up the addition of yet another banner at the Beccles Rd roundabout that has now been removed.

One evening I discovered glass in my bathroom from a roof window that had shattered. On telephoning Velux I learnt that there was a manufacturing fault with some of these made between 1998 and 2003. Because it was their fault they replaced all my similar windows free. Concerned that had the window shattered whilst someone was under it then they could have been hurt I wrote to all residents with similar windows and delivered them.

I spoke to at least three home owners who had this happen to them.

Late one afternoon, received an email from TCllr Jill Tyler to let me know the entrance to the Oaks was being closed the next morning to resurface the road.

I immediately rang Highways to point out there are some 450 households who could enter or leave the development this way. The planned 8.00am start would effect people going to work or taking children to school. The gentleman was very apologetic as local Cllrs should have been notified with a weeks warning. He did agree to put the start time back to 8.30 so most people could get out at the busiest time.

I then spent the evening warning as many residents as possible. The work was completed very quickly with few residents getting too inconvenienced.

I was contacted about the introduction of bus charges for pupils at the SJLHS. As this is a SCC issue I contacted SCCllr Barker who is following this up. I also spoke to the leader of SCC with my concerns and those of the parents.

I passed on what information I had been able to collect about history talks in CC in response to a question.

I am still following up fence and bollard situation at Matlock/Harroppdale.

Contacted about a problem a resident drew my attention to at the JPH. I asked the questions at meetings I attended and got an answer. However, I also wrote to the Minister of Health and got a different

Which I have already written to a governor about.

Visited a number of residents to ensure problems they had presented had been dealt with.

Fortunately, most people were pleased to have things sorted/

Rosedale

The recent CQC inspection went very well and there were no suggested improvements made. Increasing patient times from 10 mins to 12 mins was rejected as it would have reduced the number of appointments by 70 a week.

An unsuccessful bid was made to develop the practice a little more and I asked for consideration to be given for a dental surgery.

There was a very interesting talk about HealthWatch – this is something that might interest the TCouncil.

There was also a well attended HeartStart course. A few days later the comedian Ted Robbins was promoting everyone learning to do this as his life was saved by people doing this after he Had a heart attack.

I was at the opening of the new 'link road' and was in the first car ever to use it.

I also attended the Play Partnership meeting and went through the issues around the Matlock play area.

I was asked to send copies of my correspondence to Claire, as Simon is on leave, who is to return to Sports Development whilst Chris Armes is returning to work with councils. Simon Walker is to concentrate on play areas.

I also wrote to SCCHighways about the missing bollard and they have asked an engineer to check the site.

Waterlane Leisure Centre is holding a Disability Try It Day on Sunday, April 12th. I did collect a few notices that the Town Council might be able to display.