

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 6 April 2016** 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, County Cllr Peter Byatt, District Cllr Paul Light, Ian Castro of Impact, representative from the 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: Jill Tyler (Chairman), Peter Tyler, Paul Radforth, Bill Mountford, Julie Hall, Clare Varela, and Christine Fair and Derek Fletcher and Alistair Mackie. Cllr Alistair Mackie advised that he would need to leave early and left at 7.35 pm
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 2 March 2016

Subject to the amendments below for item 3a (ii) and 9, approval of the Minutes of the Meeting held on 2 March was agreed by all. Agreement was proposed and seconded by Cllrs Paul Radforth and Christine Fair.

Amendments of Item 3a (ii)

Inclusion that "Both County Councillors and District Councillors worked together in clearing Bells Path with the help of the Youth Workers and volunteers".

Alteration of telephone number for fostering advice to 01502 514775

Amendments of Item 9

Inclusion that "Council agreed unanimously that if there were no funds available from other sources for losses incurred by the volunteer in wear in blunting of tools then the Town Council would reimburse the loss. The Clerk was to advise Cllr Paul Light of this agreement".

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

A report had not been received to date

ii) District Councillors

With reference to the omission in the Minutes of March 2016, see item 2 above, the Clerk advised that Cllr Light had not been notified of the Town Council's agreement to pay for the

blunt saw blade should no other sources of funding be available and Cllr Light was now advised that this had been agreed.

District Councillor Paul Light suggested that allowing police to use the Council room as an ad hoc base would have advantages in increasing security aspects.

Cllr Light reported the following:

He asked if anyone was aware of any complaints about any residents on The Street.

There was to be a dementia course at the Lowestoft Library and Rosedale surgery was sending emails to it "virtual Group" as the course starts next week.

After heavy weekend rain there appeared to be no flooding at Secrets Corner

District Cllr Jenny Ceresa had followed up play equipment concerns and Cllr Light had contacted District Councillor Frank Mortimer about the concerns.

District Councillor Ardley was dealing with removed fence at Harropdale,

Cllr Light had received an inventory of assets in Carlton Colville and would pass this information on to the Town Council.

Cllr Light had received a Freedom of Information request about the Carlton Colville School parking issues from 2015.

iii) Suffolk County Councillors

County Cllr Peter Byatt advised Members of the following:

The Consultation review for the Fire Service has been released but was not yet in the public domain as it was under consultation with Suffolk County Council.

The second half of the old Carlton Primary school is possibly going to be used by either a free school or academy for similar current use. The building will in effect be used half by county, half privately. Cllr Byatt suggested it would be best to wait to apply for use as an out of hours youth club until confirmation and clearer understanding of the use of the building is confirmed.

Regarding school parking situation at Carlton Colville primary School, Cllr Byatt suggest that Carlton Colville Town Council investigate the use/lease of a field and that Suffolk County Council would not need to be involved and therefore government parking policies would not be an issue. Cllr Byatt suggested that he could be part of a working group if one was set up. It was noted that District Cllr Paul Light had in the past obtained costings for plastic ground cover. Members agreed to discuss setting up a Working Party at May's Town Council Meeting.

With regard to the Carlton Colville Primary School it was advised that kerbs opposite to Carlton Colville Primary School were dangerous to traffic in the dark as they stuck out into the road. The clerk was asked to report this to Suffolk Highways. Residents advised that drivers were speeding in Rounces Lane at night and also speeding at Ashburnham Way Hollow Grove Way. The clerk was asked to notify the police. Residents advised that St Peters Road was developing cracks and pot holes near to Aveling Way and Rectory Road junctions. The clerk was asked to notify Suffolk Highways. Cllr Byatt advised that residents can also report such matters on the Suffolk County Council website.

iv East Anglia Transport Museum

See attached report.

v Impact

Youth Worker Ian Castro from Impact advised that Impact had received the quality light mark from Community Action Suffolk

4 To receive an update on actions from the previous meeting

Clearing vegetation at Bells Path – a request was made to Suffolk County Council who replied that they were not responsible for hedges and only responsible for clearing "if there

was a problem with the vegetation affecting the footpath and that the scrubby belt was not part of the footpath”.

Annual meeting of the Parish - This had been arranged for 11 May at the Methodist Church Hall and the WI had been invited to do catering and Fire Department had been invited to make a presentation.

Street Meets and Surgeries - these had been arranged for 16 April at Fadona Road, 9 July at Harrapdale and 8 October at the Co-op. 10 am to midday.

An alternative quote had been invited for Amenity corner and the Dog Walk but had not yet been received. This would be discussed at the Amenities Meeting.

See Clerks report for further matters.

5 To receive and note correspondence not discussed elsewhere on the agenda

Damage to equipment at Carlton Meadow Park. This had been reported to Sentinel and the health and safety aspect of the dangerous condition had been emphasised to Sentinel.

Information about Lowestoft Community Governance Review. See item 13

Letter from Police Commissioner about review of local policing

Information from Emergency Planning Newsletter

Letter being issued to Ministers about Carlton Colville Primary School and Parking government policy for parking restrictions.

Cllr Jill Tyler advised that she had attended the Flooding Meeting at the Riverside. It was noted that all fly tipping in the Kirkley Stream should be reported

Cllr Jill Tyler observed that the £300,000 that had been earmarked for use in Carlton Colville for improvements in the Kirkley Stream but that had been used for overall remedial works might have prevented some of the problems that had affected families in 2015 due to flooding

6 To confirm receipt of minutes from Meetings held since 2 March 2016

Planning Committee Meeting held on 16 March 2016

Amenities Committee Meeting held on 16 March 2016

Council confirmed receipt of above Minutes

7 To agree payments to be made

See attachment

Council unanimously agreed all payments.

It was noted that the

Current account bank statement received at 29 March showed £97,956.07

Deposit Account: £37,818.27

Part of the funds are ring fenced for future projects

It was agreed to arrange a Finance and Personnel meeting within the next month

8 To formally agree engagement of Youth Workers for year commencing 1 April 2016, funding already having been agreed.

This was agreed by all.

9 To ratify Amenities Committee proposal for Town Council membership of National Allotment Association on behalf of allotment holders and Council's payment of subscription

This was agreed by all

10 To consider funding of a new website to include both design and hosting of the website.

Some costs had been received and were looked at. It was agreed that Members would look into various website providers and bring information to the next meeting

11 To consider purchasing the latest edition of Arnold Baker's book "Local Council Administration".

The cost was £73.60 excluding postage. This purchase was agreed by all

12 To receive an update on the Pension Scheme and an update on next steps in the procedure

The Town Council was registered with the Government Regulator and The Government Regulator had written on 15 March to advise the next step in choosing a pension scheme. Information was being sought about joining the Suffolk County Council pension scheme in time for declaration of compliance by 15 July 2016.

13 To consider the information about the Lowestoft Community Governance Review and its possibilities effect on Carlton Colville

Members had concerns that Carlton Colville parish might be enlarged with adjoining areas being added to it. The clerk was asked to look into rights of parishes to accept or decline additional areas and whether the parished areas would be included in the consultation to see if residents in parished areas wanted their boundaries to be extended.

14 To agree to approach Suffolk County Council through County Councillors to see if part of the old primary school can be used as a youth hub

See item 3

15 To consider recent letters in the Journal from County Councillors and a member of the public regarding the traffic situation and works undertaken to date around Carlton Colville Primary School. To determine whether Members wish to write their own letter in response

It was agreed by all not to write a letter in response.

16 To receive an update on the Council's registration/ application for Quality Council Award

The Clerk had not had time available yet from the workload to register or apply for this.

17 To receive update on Council Room

Cllr Peter Tyler advised that the furniture has been installed, the builders had provided a fire door into the WC and the outside light was now on a sensor
The clerk had arranged for a BT internet connection and phone line to be connected..
The railings on the ramp had not been installed and the clerk was asked to write to the builders about this.

18 To receive update on newsletter and website

The newsletter was being delivered.

It was agreed to discuss provision of a website at the Amenities Meeting

19 Matters in abeyance and for next Meetings

Matters in abeyance and for next Meeting: (May Meeting); Review of Standing Orders and Policies; Determining of the internal auditor, To agree working party for Carlton Colville parking provision, Skills audit; Awards scheme update; Emergency Planning Group; bus shelter at Beccles Road, Waveney Health Workshops

20 To close the Meeting

Before the Meeting closed, in line with the resolution of the Town Council Meeting of 6 January 2016 agenda item 9, the application forms for signatories at the National Westminster Bank were completed. As agreed, the authorised signatories in the current mandate for the accounts detailed in section 2 were changed in accordance with sections 5

and 6, with removal of Alistair Mackie and Tony Tibbitt and addition of Peter Tyler, Clare Varela and Paul Radforth and the continuation of Jill Tyler and Julie Hall as signatories. There being no further business the Meeting closed at 9.30 pm

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

Payments for ratification and consideration

Quarterly cleaning of brick bus shelter chq 2020	£63.00	Signed 16/3/2016
Quarterly cleaning of bus shelters chq 2021	£112.50	Signed 16/3/2016
Clerk's expenses heating and lighting £150 and telephone £100 for year ending 31 March 2016 chq 2023	£250.00	Signed 16/ 3/2016
Newsletter distribution Clear view signs chq 2024	£331.20	Signed 30/ 3/2016
Britannia Fire Ltd for fire extinguisher chq 2025	£118.80	Signed 30/ 3/2016
Scribe software chq 2026	£234.00	
Mileage training BM chq 2027	£45.00	
Hire hall BHCA 2 hours 17 Feb chq 2028	£17.00	
SALC postage for books chq 2029	£3.60	
SALC Clerks Training JT chq 2030	£120.00	
SALC Grants and Funding Training JT and BM chq 2031	£60.00	
SALC HR payroll 6 months chq 2032	£50.40	
SALC 5 copies of Good Councillor Guide chq 2033	£14.85	
HM Revenue and Customs chq 2034	£441.24	
Hire of hall Jan to March 2016 Methodist Church chq 2035	£45.00	
Blackwell Print newsletter printing chq 2036	£514.00	
Guys Carpets Ltd chq 2037	£910	
Hire hall BHCA 3 hours 16 March chq 2038	£25.50	
National Allotment Association chq 2039	£66.10	

Carlton Colville Town Council Meeting 6 April 2016 Clerks report

Annual Meeting of the Parish:

Methodist Church Hall Hired for evening of 11 May 2016; Contacted WI about doing refreshments, still waiting to hear back as they have a new committee; Contacted Fire Service about a speaker, waiting to hear back

Council room:

Hiring room - requested quote from Marram Green

Insurance - insurance provider provided information about cover for room, particularly with regard to public liability requisites and insurance of room as part of building

Fire precautions - advice obtained from Fire Department with regard to fire extinguisher. This ordered. Cllr Jill Tyler received it.

Builders – wrote to builders about outstanding matters as requested

Bells Path requested SCC remove vegetation in accordance with advice received. Received information from SCC about this cutting of vegetation.

Quotes for Dog Walk and Amenity Corner - Requested quote from alternative source as requested

Undergrounding of overhead cables – sent Town Council support as requested

Play areas - Request sent to D Cllrs for action on obtaining information about improvement and priority

Reported to WDC damage at Carlton Park notified by Youth Workers

Allotments - Forwarded suggestion to Community Centre about provision of allotments on Community Centre Land

Other matters

Reported fly tipping at The Street near to Kirkley Stream

Flooding - Requested information about investigation into pipes at The Street by Anglian Water with regard to flooding

Forwarded resident's observations about background to flooding to County Cllrs, ie blocked drains and non-clearing of stream behind The Street houses

Received complaints from residents about ongoing noxious smells from Ullswater Open space area and. advised them to keep a log and to complain to environmental officer.

CARLTON COLVILLE TOWN COUNCIL

COUNCIL MEETING – WEDNESDAY 6th April, 2016

**Report by County Councillors:
Cllr Sonia Barker & Cllr Peter Byatt**

Suffolk County Councillors for the Pakefield Division which
includes Carlton Colville

Suffolk County Council matters:-

At the full SCC Council meeting on the 17.3.16 the follow Petition was received from a Suffolk Fire fighter as follows:-

- **Petition**

In accordance with Rule 27.16, to receive the following petition which has received over 3,675 signatures, the minimum number required to enable the petitioner to present the petition to Council:

Lead petitioner - Steve Hayward

“The full Suffolk County Council should vote on fire cuts, not just the 9 Cabinet Members.”

Separately, the paper based petition states:

“We need YOUR help

Suffolk Fire and Rescue Service are looking to make the following cuts:

- *50% reduction of Fire Engines in Ipswich (from 6 to 3)*
- *Closing Wrentham Fire Station*
- *Removing a Fire Engine from Lowestoft*
- *Removing a Fire Engine from Bury St Edmunds*
- *Downgrading 1 of Sudbury’s Fire Engines to a smaller vehicle (details unknown)*

Not only do we oppose these cuts, we also oppose the fact that only the 9 members of the Cabinet will vote on the outcome of the consultation.

A vote for cuts of this severity MUST be made by FULL Council, so all residents of Suffolk are represented.

We the undersigned wish for the Suffolk Fire and Rescue Service I.R.M.P. to be voted on by the full Council.”

After receiving the petition and inviting comments from each of the opposition

groups, the Chairman asked the Cabinet Member for Environment and Public Protection to respond to the petition on behalf of the Council.

There were four questions from the public on the following:- rural Services Delivery Grant, Proposed reduction to fire cover in Sudbury, The closure of Wrentham Fire Station and Fires, Casualties and Fatalities

Motions – there were two Motions to be debated:

Motion 1 - proposed by Councillor David Wood and seconded by Councillor Sandy Martin

“This Council believes that the reductions in fire appliances and crews as recommended in the Suffolk Fire Service Integrated Risk Management Plan 2015 – 18 would pose a serious threat to the safety of the residents of Suffolk, their homes and their businesses.

This Council therefore calls upon the Cabinet to approve an IRMP which excludes the following proposals:-

Bury St Edmunds Proposal:

To remove one on-call fire engine from Bury St Edmunds Fire Station, and make consequent reduction to associated on-call firefighter posts.

Ipswich Proposal:

To remove two fire engines from Princes Street Fire Station and one fire engine from Ipswich East Fire Station, and make consequent reductions to associated whole-time and on-call firefighters posts.

Lowestoft Proposal:

To remove one on-call fire engine from the Lowestoft South Fire Station, and make consequent reductions to associated on-call firefighter posts.

Sudbury Proposal:

To replace one of the fire engines at Sudbury with a rapid response type firefighting vehicle, and make consequent reductions to associated on-call firefighter posts.

Wrentham proposal:

To close Wrentham Fire Station and remove the fire engine, and make consequent reductions to associated on-call firefighter posts.” **The Motion was lost 35:36**

Motion 2 - proposed by Councillor Sandra Gage and seconded by Councillor Len Jacklin

“Rural campaign groups, such as the Rural Services Network and Campaign for Better Transport, state that a lack of transport provision is a primary cause of social isolation and economic exclusion. Rural transport enables people to access employment, training, services and leisure opportunities. Those on low incomes, with limited mobility and without access to a car, are particularly vulnerable if rural transport is cut.

This council believes that the planned 50% cut to County Council subsidy of Community Transport Operators (CTOs) over the next four years, with a move away from community based services, will have a negative impact on their ability to sustain an adequate level of provision in rural areas.

Furthermore, we believe that removing the opportunity for the Council to provide minibuses to smaller operators will reduce the ability of small operators to provide a service.

The Council’s new bus service model is being introduced without any attempt to consult communities and passenger needs.

Therefore, this Council calls on the administration to:

- Reverse the decision to reduce Council subsidy to Community Transport Operators by 50% over the next 4 years*
- Review the Rural Bus tender to ensure that the service remains a community led rather than commercially focused business.*
- Retain ownership of the Council fleet of minibuses*
- Set up a community transport user led performance group, to run from the start of the contracts, with the power to shape and agree the services provided through each of the contracts now awarded”*

The Motion was lost 31:36

The following questions were asked which related to Lowestoft:- Apprenticeships, Raising the Bar: Challenge Fund Investment, and Work commencement on Lowestoft’s 3rd Crossing.

Councillor Diary Events

- 3.3.16: Meeting with Des Spurles Site Manager and the Bursar at Carlton Colville CP School to discuss how to further improve pupil, parent and carer road safety. SB/PB
- 8.3.16: SCC Emergency Knowledge Course SB/PB
SCC Sizewell "C" Project update PB
- 10.3.16: Meeting with Cllr Gordon Jones SCC Cabinet Member For Education Skills & Young People. (arranged by SB in Shadow Spokesperson role). Shown round the former CCPS school & site now a KS3/KS4 assessment centre. Then walked to CCPS via Hall Rd, and Rushmere Road and Gisleham Road to observe traffic problems at the end of the school day SB/PB
- 14.3.16 Attended Joint WDC/SCDC Cabinet meeting regarding possible merger of Councils. SB/PB
- 15.3.16: Met with parents re improvements to a play area in Pakefield (poss SCC Locality Funding) SB/PB
- 16.3.16: Ashley School SCC Consultation (cancelled now 24.5.16) Now rejigged SEN consultation more to follow.
- 16.3.16: Safeguarding Training for Governors at Riverside SB
- 17.3.16: SCC full Council meeting. Spoke in the debate against Fire & Rescue Cuts at Pakefield Fire Station and the closure of Wrentham Fire Station. SB/PB
- 18.3.16: Attended the SACRE (Suffolk Advisory Committee for RE Meeting at Northgate School Ipswich SB
- 23.3.16 Attended Police Briefing at the Kirkely Centre regarding changes to Waveney Policing. PB
SB Easter Break 25.3.16 – 29.3.16

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
MARCH 2016

The new tram track was finished in good time for the start of the season.

A much needed improvement is a level surfaced pedestrian crossing over the tram track. The cobblestones were very difficult surface for visitors using wheelchairs or pushing buggies. There are also dropped kerbs from the pavement to the crossing and this should make the museum site more accessible for our visitors. We are always looking for ways to improve accessibility.

The 2016 season started on 25 March and on 26 and 27 March it was the Start of Season Easter Gala. This included an Easter Egg trail with an Easter Egg at the end. The number of visitors seemed lower this year, possibly due to similar events taking place or the effect of the changeable weather.

We calculated the economic impact we had on local tourism during the 2015 season. Using the Association of Independent Museums' formula, visitors attracted to the museum contributed £488,790 to the local tourist economy based on whether they were local (Waveney and Great Yarmouth), visiting the area for the day, or staying overnight. The calculation for the 2016 season has begun.