

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 6 July 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, representatives from Impact Youth Workers, 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), Julie Hall (Vice-Chairman) Peter Tyler, Christine Fair, Derek Fletcher, Alistair Mackie, and Paul Radforth. Bill Mountford sent apologies for late arrival and was present from 7.55 pm. Apologies were received and accepted from Cllr Clare Varela.

Apologies were also received from District Cllrs Paul Light and Jenny Ceresa.

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

Cllr Petr Tyler declared an interest in item 10 as a member of the Community Centre Committee.

1d) To consider applications for dispensation

Cllr Petr Tyler would remain in attendance but would not vote.

2 To approve and sign the minutes of the Town Council Meeting held on 1 June 2016

Approval of the Minutes of the Meeting held on 1 June 2016 was agreed by all. Agreement was proposed and seconded by Cllrs Alistair Mackie and Christine Fair.

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:

ii) Suffolk County Councillors

A report was received from County Cllrs Peter Byatt and Sandra Barker. See attached
Cllr Peter Byatt added that:

Volunteers connected with flooding needed to be observers only as they are not trained for practical input and also that any such volunteers could tie in with emergency response plan. Cllr Peter Byatt and Cllr Sonia Barker would be meeting County Cllr Finch about the school traffic. Cllr Jill Tyler pointed out that the school traffic solutions needed to incorporate improvements such as wider paths and traffic calming measures and that a complete solution was needed to make walking to school safer. Cllr Peter Byatt suggested that any views about school traffic and roads could be sent to him.

Cllr Jill Tyler proposed and all agreed that the primary school should be sent a copy of the letter received from the Department for Transport confirming SCC responsibility for road safety.

Cllr Hall asked that the pothole at the Bloodmoor roundabout be filled in and that the police be made aware of boy racers at Castleton Avenue and Chapel Road. It was also pointed out that there were still cracks in the road near to St Peters Road and Aveling Way.

(iii) East Anglia Transport Museum

See attached report

3B To receive questions from the public.

Questions were asked about the Town Council response to the new Waveney Local Plan. The response had been sent to WDC in the question and answer format required and concerns about extra building with respect to flooding and infrastructure had been highlighted.

4 To receive an update on actions from the previous meeting

- 1) Bus shelter at Beccles Road – enquiries are being made about whether a screen can be placed in front of the shelter for protection against rain
- 2) Closed meeting with Gisleham Parish Council about school traffic solutions – this was held on 6 June and notes from the meeting have been circulated.
- 3) August Town Council Meeting - No venue large enough is available and therefore as agreed there will be no August meeting
- 4) Town Council responses issued to the WDC New Local Plan Consultation
- 5) Town Council responses issued to the WDC Open Space Evaluation report
- 6) Request sent to solicitor for advice about Carlton Colville Community Centre lease with respect to proposed extension by Toddler Group and provision of Council room. This to be chased.

Clerk's report circulated

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

- 1) Notification from North Lowestoft Safer Neighbourhood Team of a specific point of contact, PCSO Peter Lamin, for help with general enquiries and receiving of police reports for AGMs and on request.
- 2) Invitation to the Transport Museum
It was agreed that a weekend was best and Members would advise which dates they could not make and a date would be arranged.
- 3) Invitation to Overview of Community Emergency Planning on 25th July 9:30 to 12:30 hrs at Lowestoft Community Church.
Cllrs Jill Tyler and Paul Radforth agreed to attend
- 4) Invitation to respond to Highways England about the problems, issues and challenges on the trunk road network that affect local communities in Suffolk. This includes the A11, A12 south of Ipswich, A12 north of and including the Bascule Bridge Lowestoft and the A14.
It was agreed to respond about the following issues: Barnby Bends, Bloodmoor Roundabout and Chapel Road, Beccles Road roundabout. Members would forward any more responses to the clerk.
- 5) Invitation to the WDC World of Planning at Riverside on 27 July 2016.
This would be circulated and requests to attend forwarded to the clerk.
- 6) Details were received from Cllr Bill Mountford about the possibility of having a men's shed on Stradbroke Road.

6 To confirm receipt of minutes from Meetings held since 1 June 2016

Planning Committee Meeting held on 15 June 2016, circulated

Amenities Committee Meeting held on 15 June 2016, circulated

Meeting with Gisleham PC representatives 6 June 2016 - notes circulated

Extraordinary Meeting to discuss Local Plan 13 June 2016 – content has been forwarded in questionnaire to WDC

Receipt confirmed

7 To agree payments to be made and to receive financial figures

See attachment showing payments made at the Amenities Meeting.

Council unanimously agreed all payments should be ratified.

No other payments were made as the cheque book was currently with the internal auditor.

It was noted that the

Current account bank statement received at 30 June 2016 showed £112,949.55

Deposit Account: £37,917.38

Part of the funds are ring fenced for future projects.

8 To ratify payment proposed and agreed at the Finance and Personnel Committee Meeting for 4 hours overtime for the clerk for training for finance administration

This was proposed by Cllr Jill Tyler and was agreed unanimously

9 To ratify payment proposed and agreed at the Amenities Committee Meeting for payment for communal shed at the Allotment site

This was agreed, being £824.40 for shed and sleepers for a base. Cllr Peter Tyler advised that the allotment holders would install the shed.

It was noted that payment by cheque would delay the ordering of the shed and it was agreed that the Finance and Personnel Committee would discuss electronic banking.

10 To consider TC making contribution of funds for chairs recently purchased by Carlton Colville Community Centre

It was noted that the request was in respect of 40 chairs and 6 tables, total amount being £1576.87.

A contribution of £500 was proposed by Cllr Alistair Mackie and all agreed to this apart from Cllr Peter Tyler who abstained from voting declaring an interest as a member of the Community Centre Committee.

Members agreed that as the Council had not budgeted for a contribution and there had been no request for a contribution prior to the purchase, the amount that would be contributed would be no more than £500.

11 To agree TC payment for extension to fencing at the Allotments site

Cllr Peter Tyler had obtained costs to enclose the end of the eastern boundary of the allotments and had provided details at the Amenities Meeting. The cost of the fencing was £625. The payment was unanimously agreed.

12 For provision of information to Sentinel - to receive Town Council feedback on each play space and the Town Council proposed action plan in the play space evaluation and also to consider whether the Town Council would transfer any or all of the spaces from WDC to Carlton Colville and if so which ones and why.

Information had been received from Sentinel that 106 money from Ullswater was available and if Members agreed could be reallocated to Carlton Meadow Park and could fund a MUGA and junior kit provision.

Members unanimously agreed to this reallocation of funds.

It was agreed that a small group of Members would meet on 13 July at 7.30 to discuss play areas and to send feedback from this to Sentinel before the next Amenities Meeting. Those Members meeting would be Cllrs Julie Hall, Peter Tyler, Paul Radforth, Jill Tyler, Christine Fair and Derek Fletcher, and also Ian Castro from Impact. A list and map of open spaces in Carlton Colville would be sent out to Members.

At this point Impact Members left the Meeting

13 To receive update on pension scheme

The declaration of compliance had been successfully completed to date and the enrolment procedure completes when a pension provider has been enrolled with. Members confirmed

that they had agreed confirmation of the NEST pension. Cllr Christine Fair had sent a template that could be used for updates.

14 To receive update on allotments

Cllr Peter Tyler advised that 8-14 August is National Allotments week and allotment holders wished to have an open day then.

It was noted that one allotment holder is still not using their allotment and it was agreed that the clerk write to them advising that their lease will not be renewed next year and offering them the opportunity of a refund for the current year.

Other actions to be completed are:

Issues of receipts for payment of allotment fees together with request not to use noisy equipment before 9.am and to park with consideration using allocated parking spaces when possible;

Request to resident for hedge to be trimmed where it impinges on to allotments;

Request to resident for them not to fly tip on allotment land.

These matters to be completed by the clerk.

15 To receive and consider information about website providers

Cllr Julie Hall was looking into ways of administering the current website.

16 To receive update on newsletter and website

It was agreed that the current printers and distributors had been satisfactory and would be used again

17 Matters in abeyance and for next Meeting: (September Meeting)

Electronic banking, award scheme update, emergency plan

18 To close the Meeting

There being no further business the Meeting closed at 9.00 pm

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

TC meeting 6 July 2016

Payments for ratification paid at Amenities meeting June 2016

Error cheque not used chq 2056		
HM Revenue and Customs tax and NIC chq 2058	£454.57	
CDS printer toner chq 2059	£29.95	
BT Bill for council room Reimburse clerk payment due 16 June paid by card 14 June chq 2060	£71.46	
Electricity bill for council room chq 2061	£85.83	
Water bill for allotments chq 2062	£36.78	

**Update on last meeting of 1 June 2016,
Clerk's report for Meeting of 6 July 2016**

ARRANGING COUNCIL MEETING AUGUST

Contacted Community Centres for venue in August no venues are available

ROADS

Request made to police for result of speed checks. Reply received that these checks will be done asap

Request to SCC for hedges to be cut down at Beccles Road towards the Tesco garage and at the A146 roundabout.

BUS SHELTER AT BECCLES ROAD

Enquired about whether a screen could be placed in front of the bus shelter to protect from traffic and rain

PRIMARY SCHOOL TRAFFIC

Attended the meeting on 6 June at 7.00pm at the Gisleham Hut between Gisleham PC representatives and Carlton Colville TC. Representatives. Took notes and circulated notes. Letter to be sent to SCC with suggestions made and request for them to make travel to school under their duty of care

FINANCES

Prepared the paperwork for Salc to provide the internal audit for the Council for 2015/2016. Took paperwork to Salc

ALLOTMENTS

All of the payments have been received and banked

COUNCIL ROOM

Requested legal advice from the solicitor about the Council room with regard to a lease for the Council room within the Community Centre, and requested advice about the proposed Toddler group use of the Community Centre.

CARLTON MARSHES

Wrote and sent letter of support

NEW WAVENEY LOCAL PLAN

Attended TC Extraordinary Meeting on 13 June, took notes and completed the consultation response on behalf of the Council

OPEN SPACES EVALUATION REPORT

Completed the evaluation response on behalf of the Council

NEWSLETTER

Liaised with community groups and Cllr Clare Varela

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
JUNE 2016

"Dad's Day Out" on Fathers Day was a great success. This was the first time the museum ran a Fathers Day event. Many Dads tried conducting.

On 26 June the Lowestoft & District PYE Radio Amateur Club visited the museum to search the world's airwaves for messages. This is the club's fifth annual visit to the museum.

The London Event weekend is on 09 and 10 July. In readiness for the expected increased interest in this event the museum is running a half hourly service courtesy bus service to and from both Lowestoft and Beccles instead of the usual hourly service.

The museum has entered the "Suffolk Museum of the Year" and the "Suffolk Museum Object of the Year". There will be a feature in the East Anglian Daily times and an interview on the Lesley Dolphin show on BBC Radio Suffolk.

CARLTON COLVILLE TOWN COUNCIL
COUNCIL MEETING – Wednesday 6th July 2016

**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:-

30.6.16: There is an Extraordinary Meeting of SCC which will be attended by Cllr Peter Byatt & Cllr Sonia Barker to enable members to discuss Devolution for Norfolk & Suffolk. Report to be given at the CCTC Meeting.

2. Suffolk County Council Meetings/Events attended by Cllr Byatt & Cllr Barker:-

(Cllr Barker was away on a short break from the 1.6.16 – 6.6.16)

- 8.6.16:** Cllr Barker attended a Members' Briefing on Devolution
- 9.6.16:** Cllr Barker attended the SCC Education & Children's Services Scrutiny Committee as Vice Chair. Main Items scrutinized were: `Suffolk Family Focus` and `Making every Intervention Count` (MEIC) and `School Performance and Trends`. There were also Information Bulletins on 9 items.
- 10.6.16:** Cllr Barker attended the SCC Suffolk Flood Risk Management Scrutiny Sub Committee (following an invitation from the Chair of the Committee Cllr Mary Evans). Questions re: Communication glitches/Flood Volunteers/ Flytipping dangers and Flooding were asked by Cllr Barker and six Recommendations were made by members of the Committee. Cllr Barker also wrote a letter (13.6.16) to the `Lowestoft Journal` regarding the issues raised at the Committee (this Friday`s LJ 1.7.16).
- 12.6.16:** Cllr Barker attended the Queen's 90th Birthday Celebration Service at Pakefield Church and later that same evening the Lighting of the Beacon on Pakefield Cliffs.
- 13.6.16:** Governors Meeting at Carlton Colville Primary School attended by Cllr Barker
- 22.6.16:** Scoping for the SCC Education & Children's Services Scrutiny Committee via Telephone Conference (Cllr Barker).
- 25.6.16** Armed Services Day – Attended by Cllr Barker

3. Other Carlton Colville Issues:-

Highways:-

Concerns regarding the speed limit outside the school at Carlton Colville raised by Des Spurles the Site Manager at the school re change between the 20 mph and the 30 mph between Rushmere Road and Gisleham road currently being looked into via Cllr Barker and the Highways team.

Concerns about parking in Pakefield near to the Primary school currently being actioned by Cllr Barker involving the PCSO.

Actioned improvements to the Bloodmoor Bridge following issues raised at CCTC meeting. Two missing rivets replaced. Also asked Waveney Norse to cut down overgrown vegetation.

Follow up to Meeting on the 10.6.16:-

Follow up with Matt Hullis regarding the recommendation for improved grill design Also various emails between Cllr Paul Light Cllr Byatt and Cllr Barker regarding the follow up to the meeting and follow up action.

Due to several visits to hospital, Cllr Byatt has been unable to attend any meetings or events other than the Pakefield Clifftop Fete. He has been able to work from home on matters related to Constituency enquiries.

SVB 28.6.16