

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 3 February 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 Cllrs Paul Light and Jenny Ceresa, Youth Workers 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, Christine Fair and Derek Fletcher  
County Cllr Sonia Barker will attend alternate Town Council Meetings with County Cllr Petr Byatt... Apologies were received from District Cllr Kathleen Grant.

### **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 6 January 2016**

Approval of the Minutes of the Meeting held on 6 January 2016 with the inclusion of additional comments from Cllr Sonia Barker was agreed by all and the Minutes were signed.

## **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 was expected and would be circulated on receipt.

#### **ii) District Councillors**

See attached report

Members signed a petition for a third crossing in Lowestoft

#### **iii) Suffolk County Councillors**

See attached report

Cllr Byatt added that there is just £17,000 left from the £150,000 budget to improve the school traffic situation at Carlton Colville Primary School. It had cost £85,000 for the extended pavement and £20,000 for the feasibility study for the zebra crossing. Cllr Byatt advised that local councillors are reaching the end of the options left about what to do to improve the situation and the only viable option is to request an order to vary the rule on school parking. Draft letter written jointly by Cllrs Jill Tyler and Clare Varela and also one written by the Clerk would be put together for approval by Members of Carlton Colville and

Gisleham Councils and the comments from Cllr Sandra Gage that had been requested would be included.

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

Repairs to the infrastructure and stock have been ongoing. Events have been planned including bringing a tram down from the National Tram Museum.

#### **4 To receive an update on actions from the previous meeting**

Clerk's report. See attached

Cllr Peter Byatt agreed to see if he had information about the Suffolk Schools Review and whether there was any mention of recommendation about car parking.

Cllrs Peter Tyler and Jill Tyler had attended the recent Suffolk Fire Service Consultation meeting. The Town Council response to the Consultation was being prepared by the Clerk and would be circulated to all within the week for comments.

A list of streets in Carlton Colville with numbers of houses in each street was being prepared by the clerk for information for possible alternative newsletter distribution.

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

1 -Notification of event about Planning and Neighbourhood Plans in Outstanding Landscapes. 9.30 am Thursday 3 March at Royal Harwich Yacht Club in Woolverstone  
Noted. Cllr Bill Mountford advised that he might be able to attend.

2 - Suffolk Local Policing Review Updates on PCSOs

Noted. Members were still of the view that employing own PCSO was still expensive even if shared with other councils.

Further correspondence had been received as below

3 - Information about Neighbourhood Plan.

This would be circulated and hard copies obtained. It was agreed that the Neighbourhood Plan would be a regular agenda item at TC Meetings.

4 – Information about a masterplan for Site known as LOW11 being prepared on behalf of WDC and a request from WDC Planning Policy that the Chairman's details be passed to the consultants for direct contact with the Town Council. Cllr Jill Tyler proposed that this be agreed and all agreed.

5 – Notification from the WDC Community Development Officers that they are able to attend the March Town Council Meeting for work on a skills audit. It was agreed by all that as the March Meeting was expected to be lengthy they be asked to attend an Amenities Meeting instead and all Members would attend.

#### **6 To confirm receipt of minutes from Meetings held since 6 January 2016**

Precept Meeting held on 13 January 2016

Amenities Meeting held on 20 January 2016, circulated

No Planning Committee Meeting was held on 20 January 2016 as no planning applications were received to that date.

#### **7 To agree payments to be made**

See attachment

These were agreed by all.

It was agreed to remind District Cllr Paul Light that receipts needed to be provided for any refreshments at Meadow Way when volunteers cut the hedge. This was with respect to Town Council agreement to provide £20 for refreshments, the costs of refreshments to be reimbursed.

#### **8 To agree the most effective channel for forwarding flooding concerns to Suffolk County Council and relevant agencies and whether this should be through the local Suffolk County Councillors for Carlton Colville and Pakefield**

Cllr Jill Tyler stated that this was currently being done.

It was agreed by all that the County Councillors representing Carlton Colville should be the focal point for forwarding Carlton Colville flooding concerns to the appropriate authorities.

### **9 To receive update on Council room**

Quotes had been obtained for flooring. Members considered quotes and agreed on acceptance of a quote for carpet tiles and vinyl flooring.

Members thanked Cllr Peter Tyler and the local resident for painting the council room. It had been done to a very high standard and had saved a considerable amount of money for the Town Council.

It was agreed to consider some coating for the window so that there was one way vision

Information about insurance had been received and it was agreed to ask:  
What measures for insurance purposes constituted "locked and secure"  
Whether the insurance covered the entrance ie the ramp  
Whether the insurance covered the use of the WC and disability provision.  
Whether the insurance covered security of files

With regard to the outstanding invoices it was agreed by all that the bill which included the suspended ceiling should be paid but that the final bill should not be paid until Council was satisfied with the works.

It was noted that the hand rail on the WC door did not appear to be fit for purpose as the door was hollow and there appeared to be some doubt as to whether the door could take the weight of a person pulling on the disability hand rail and that the hand rail might give way.

Enquires had been received from District Councillors about their being able to use the room for surgeries.

### **10 To receive update on newsletter and website**

The previous webmaster was now short of time for running the website. Members were very grateful for the help he had given. Cllr Julie Hall offered to see if she could manage the website Cllr Julie Hall and Cllr Clare Varela would look into the facebook administration. Cllr Clare Varela was working on the current newsletter. Cllr Julie Hall had received an estimate for printing the newsletter by an alternative printer and circulated the paper that would be used. Cllr Julie Hall had also sourced an alternative distributor and would forward a list of the numbers of houses in the streets.

### **11 Matters in abeyance and for next Meetings**

Awards scheme update; Emergency Planning group; Use of the Council Room for surgeries for local groups.

Open space report and confidential presentation by Cllr Frank Mortimer, (March Meeting); bus shelter at Beccles Road; Annual Meeting of the Parish; Waveney Health Workshops

### **12 To close the Meeting**

The Meeting closed at 9.25 pm

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

TC Meeting 3 February 2016

Payments for ratification and consideration

Reimburse Cllr PT for paint supplies chq 2008	£93.98	Paid 13 Jan 2016
Reimburse Cllr PT for paint supplies chq 2009	£102.45	Paid 20 Jan 2016
Clerks wages for January payable 23 /01/16 chq 2010		
Invoice 825 council room electricity chq 2011	£777.60	
W Norse Christmas tree supply and removal chq 2012	£421.46	
Mileage Cllr JT Clerks 2 day training chq 2013	£85.50	
W Norse supply and install 5 litter bins chq 2014	£1930.80	
Bloodmoor Hill Community Association chq 2015	£34.00	

## **Carlton Colville Town Council Meeting 3 February 2016**

### **Clerks report**

**School** – Drafted letter re request about removing no parking policy. Requested comments from Cllr Gage

**Council room** – accompanied Cllr Peter Tyler to meet for carpet quotes

Obtained a breakdown of the estimate for the ramp

Drafted electricity agreement and sent it to Community Centre

Checked insurance for new room. Occupation would be covered by public liability and then would depend on value of contents and whether the room would be open to the public with free access and whether it will be secured when not occupied by council staff.

**Consultation on the future of Suffolk Fire and Rescue Service** - Drafted reply to be circulated before end of consultation

**Flooding** - forwarded residents' concerns to authorities when flooding occurred on 14 January and water was pumped out.

Reported blocked drains at Aveling Way and St Peters Road

**Flooding meeting on Friday 29 January 2016** Liaised with P Aldous office and attendees and attended meeting

**Neighbourhood Plan** - submitted draft designated area to WDC Planning

**Precept** – applied to WDC for required amount as agreed at Precept Meeting 13 January

**Bus shelter** - requested update on survey into best position for bus shelter opposite Marsh Lane on Beccles road. SCC officer reported this delayed due to absence

**Cover for clerk during leave** – approached Worlingham, Kessingland, and Gisleham Clerks. Reply from Worlingham Clerk was received who indicated that she might be able to cover when she is available.

CARLTON COLVILLE TOWN COUNCIL  
POLICE REPORT FOR PERIOD  
24/11/15 – 27/01/16

There have been 14 crimes recorded for the above period

3x Assault occasioning ABH

1x Theft of motor vehicle

1x Possession of a controlled drug

1x Criminal damage vehicle

2x Criminal damage dwelling

3x Cause harassment alarm distress section 5

1x Gbh wound without intent

1x Malicious communication

1x Having an article with a blade in a public place

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

**CARLTON COLVILLE TOWN COUNCIL**

**COUNCIL MEETING – Wednesday 3<sup>rd</sup> February 2016**

**Report by Councillors:**

**Sonia Barker & Cllr Peter Byatt**

Suffolk County Councillors for the Pakefield Division which includes  
Carlton Colville

- **Suffolk County Council matters:-**
- **There was no full Council meeting in January 2016**

**SCC Meetings and events attended by Cllr Sonia Barker & Cllr Peter Byatt**

- |                         |   |
|-------------------------|---|
| 8.01.16<br>Children and | Cllr Barker attended her regular meeting with Sue Cook, Director of Young People's Services along with Cllr Armitage and CYP Officers at Endeavour House, Ipswich |
| 15.01.16<br>Meeting at  | Cllr Barker attended Suffolk Advisory Committee for R.E. (SACRE) Northgate High School, Ipswich.  |
| 15.01.16                | Cllr Byatt attended a Site Visit for Development Control at Stradbroke.   |
| 18.01.16                | Cllr Barker attended Education and Children's Services Scrutiny Committee Workshop at Constantine House, Ipswich.   |
| 20.01.16                | Cllr Byatt attended the Development Control Committee Meeting at Endeavour House, Ipswich.  |
| 21.01.16                | Cllr Byatt met with a ward member and Shayne Plant from W.D.C regarding disabled access on site at Pakefield Cliffs.  |
| 21.01.16                | Cllrs Barker and Byatt attended the Judging Event for the Lowestoft Station Arches Project at Lowestoft Library.  |
| 22.01.16                | Cllr Byatt attended a meeting of the Lowestoft Station Partnership Group at Waveney Chambers.   |
| 26.01.16                | Cllr Barker attended the SCC Cabinet Meeting at Endeavour House, Ipswich.   |

She put questions regarding Agenda Item 6 – New Schools and Agenda Item 7 – Revenue Budget 2016/17 and Capital Programme 2106-19.

### **Agenda item 6 – New Schools**

*Paragraph 3:*

*“Approval is also sought for the establishment of two SEC schools – a school in Carlton Colville, Lowestoft, for pupils with social, emotional and mental health needs (SEMH) and a school for pupils with Autistic Spectrum Disorder (ASD) in Ipswich.”*

*Paragraph 28:*

*“The first of the new SEN schools for SEMH pupils on the site of the old Carlton Colville Primary School (and latterly, the Beccles Free School site) and will provide 50 places.”*

Cllr Barker asked two questions of Cllr Gordon Jones, the SCC Cabinet member for Education and Skills.

- 1) “Is Cllr Jones aware that there is already a KS3/KS4 Assessment Centre on the site of the old Carlton Colville CP school?”

*Cllr Barker was told that the Assessment Centre (tied in with the Attic P.R.U.) would remain alongside the new school for 50 pupils.*

traffic and  
School,  
difficulties that I  
resolve.”

- 2) “Is Cllr Jones aware that Hall Road is already congested with parents parking at the start and end of the school day at CCCP which backs up to Hall Road, and therefore would add to the difficulties that I resolve.” as the County Councillor for the area am already endeavouring to

*Cllr Barker was told that Officers were aware and after the meeting Cllr Jones spoke to her and offered to meet on site in Carlton Colville to view the two schools involved and the concerns raised.*

### **Agenda Item 7 – Revenue Budget 2016-2017 and Capital Programme 2016-19**

Questions were asked by other Cllrs on proposed cuts to School Transport (0.75m) over two years 2016/17 & 2017/18 and cuts to the Relationships with Schools which includes the School Improvement Service (0.5m).

- 27.01.16 (a.m.) Cllr Byatt attended the Board Meeting of the Eastern Inshore Fisheries Conservation Authority at the Boathouse Centre, Wisbech.

At this meeting it was announced that EIFCA would be opening up an office in Lowestoft.

- 27.01.16 (p.m.) Cllr Byatt attended the Community Rail Network Board Meeting at Broadland DC Offices, Norwich.
- 29.01.16 Cllrs Barker and Byatt met with Peter Aldous MP, WDC Councillors, Carlton Colville TC representatives, Suffolk Flood Risk Management Team, Suffolk Highways, Anglian Water and several local residents on site in The Street in Carlton Colville, to be updated about multi-agency response to the ongoing problems with flooding around the site of Kirkley Stream.

### **NEXT FULL COUNCIL MEETING – 11TH FEBRUARY**

#### **2 Highways issues:**

Update on the current situation regarding Carlton Colville CP School to be reported at the Meeting.

Report from Cllrs Barker and Byatt meeting with Highways Officers on 2.02.16 regarding any Carlton Colville issues and proposed works.

#### **3 Other Carlton Colville related matters**

Still awaiting a resolution of the overgrowth of the Public Footpath in Meadow Way.

**WDC Matters.**

**Attended 2 police presentations (information from Tim Passmore's already sent to TC); Had a home morning visit from PCSO's to discuss situations affecting residents where I had written to them about in the past: O & S meeting when we looked at the Housing Revenue situation; a meeting of the Charities Board to which all WDCllrs are Trustees; various meetings looking at the budget; we also had a full Council meeting when decisions were agreed by all there. Also spent several Saturdays collecting signatures in support of another crossing.**

**WDCllr Matters**

**During January have continued to follow up various matters including the hedge situation between Meadow and Famona.**

**Had a number of residents come to the monthly surgery. Followed everything up – even instances of where residents had got in a muddle about who their Cllr was. Fortunately, I was able to help and gave him details of his Cllr . Because the situation had gone on for so long I did send some emails and made some phone calls on his behalf. He later rang me to say thank you as he had given up hope of anything being done. A lady at Lowestoft College had a friend in Beccles with housing problems and I was able to refer her to the WDCllrs all of whom offered to help.**

**Cllr Ceresa and I visited a resident on Deepdale having problems with youngsters on the park in front of her. Visiting Riverside and speaking to the Community team and police officer I found out that the WDC Community had been trying to help since before Christmas. They had already been out and gone door to door to find a consensus. The situation, as I see it, is that there is not just a cost to put down some extra shrubs BUT who will maintain this and be responsible if there is a change of house ownership? ? I have been informed that the picket fence opposite Harrop/Matlock Dales is shown on deeds as belonging to the properties they front (this does give an eg where it is not always possible to get public support to maintain things).**

**Some residents were worried about cars 'cutting corners' from Ashburnham apparently on the way to Grove school (we were told this mainly happens at school start and finish times) Also to do with Ashburnham was another request for a crossing point at the north end. Peter and Sonia had a Highways meeting Monday and said they would follow this up.**

**Also followed up my concerns for the flooding experienced away from Kirkley Stream.**

**Added to my list was 14 Meadow where the road floods and water pours down into garden and garages. This is a long-term problem, I understand in the 80's water was over the top of the wellington boots of the workmen delivering sand bags. Attended the Flooding site meeting and made sure properties away from Kirkley Stream were not left out (including Hall, Peacock, Chestnut, Elm, Fir, and Rectory Rds)**

District Cllr Paul Light report for 3 February 2016

## **Rosedale Patient Group AGM Report to Town**

### **Council 2015-16**

The 2015 AGM was held a few weeks late because of illnesses to the Chair and Vice Chairmen.

#### Surgery Report:

A new extension is planned, funding has been applied for. The planned extension will accommodate the increasing patient list size, additional doctors, ancillary staff and additional services to patients closer to home. Included in this wish list is for a dentist.

Two new doctors will be joining the practice as Dr Martin Vallis is retiring in May and Dr Ben Olaleye is reducing his hours by half at Christmas as he approaches retirement.

The practice is pleased with the current recruitment crisis that it has managed to recruit 2 new GP's Dr Hena Shah and Dr Alex Nickenson are joining the practice and hope to become partners which means more stability for the practice.

Some patients who were registered at Oulton Surgery, Marine Parade & Kirkley Mill and are resident in the surgery area are requesting registration; this is increasing the patient list size.

Recently, a Paramedic has joined the practice same day team on Mondays, he is trained in minor illness dealing with chesty coughs and colds as well as providing visits for ECG's and for annual care planning.

Minor ops are already carried out in house and it is hoped that there will be a time when a physiotherapist, mental health workers, chiropodists etc will be based at the surgery.

Michelle Harris has joined as our new Health Care Assistant.

In the near future blood tests will be available at Kirkley.

Training of Medical Students from UEA continues on Mondays and Tuesdays. Doctors are grateful for any patients who will help as they are training the new generation of general practitioners.

#### Chairman's Report:

The Chairman thanked Mike Cheeseman for standing in for him whilst he was immobile and Practice Manager, Lisa Andrews, for ensuring everything ran smoothly.

The PPG was set up to provide a link between patients and the practice. By working together we are constantly looking to achieve the best healthcare and support for our patients.

Over the year a very successful Heart Start course was held, led by David and Tom Willis, with everyone attending gaining a certificate. There is no charge for this course but a donation is made by the PPG in appreciation of the work of its volunteers.

It is hoped to hold another evening course around April – open to every patient.

During the year a very interesting talk by Tracey Peake of Health East on Physician Advocates was given. She has been invited to return to talk about GP Pharmacists.

Topics have been varied reflecting patient experiences. Amongst the discussions have been the short shelf life of some medicines being prescribed, the layout of the waiting room, the need for prominently placed clocks, improvements for those with limited mobility and the most appropriate music to help maintain patient confidentiality.

Rosedale is always well represented at the PPG Forums with most of the Committee attending at least one meeting. The views of our patients are noted and, whenever possible, improvements sought.

Several members met with representatives of the CQC to draw attention to the experiences (good and bad) patients have had whilst in hospital.

He thanked everyone for their support with an extra thank you to Lisa for her work on the newsletter.

Although not all committee members were able to seek re-election because of other commitments several new volunteers have come forward.