

C A R L T O N C O L V I L L E T O W N C O U N C I L

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 5th April 2017** at the **Methodist Church Hall, Lowestoft Road, Carlton Colville.**

MINUTES

1	<p>a) To note Members present and to receive, note and accept apologies for absence – apologies were received from, WDC Cllr Paul Light and SCC Cllr Peter Byatt.</p> <p>b) Those present: Town Cllrs Julie Hall (Chairman), Christine Fair, Derek Fletcher, Alistair Mackie, Bill Mountford, Paul Radforth, Jill Tyler and Clare Varela.</p> <p>c) Also present; SCC Cllr Sonia Barker, 9 members of the public, Town Clerk Alison Ayers and the acting Town Clerk Lesley Beevor.</p> <p>d) To receive any declarations of interest regarding the agenda –Cllrs Radforth and Mackie declared a personal interest in agenda item 18 re planning as members of Rookery Park Golf Club.</p> <p>e) To receive applications for dispensation – Nil.</p>
2	<p>To approve and sign the Minutes of the Town Council Meeting held on 1 March 2017.</p> <p>It was RESOLVED by all to approve the minutes of 1st March 2017.</p>
3	<p>To introduce new Town Clerk – The new Town Clerk Alison Ayers was introduced to all.</p>
4	<p>Public participation</p> <p><i>The purpose of the meeting is for Councillors to discuss Town Council business 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.</i></p> <p>A written report had been provided by Waveney District Councillor Paul Light which had been received by all. Report noted. Thanks were extended to WDC Cllr Light for the report.</p> <p>A written report had been provided by SCC Cllr Barker and SCC Cllr Peter Byatt which had been received by all. Report noted. SCC Barker verbally advised that SCC Highways will monitor the traffic lanes and signage following the reopening of the of the carriageway after the roadworks. SCC Cllr Barker was asked to ensure that the hatching be reviewed. A drop kerb on the right of Hollow Grove Road had been approved, but the Poplar Road request declined. Repairs will be carried out on Chapel Road and Church Lane in April. Works have been carried out on Gisleham Road and the signs removed. Traffic solution at Primary School – SCC Cllr Barker advised that 2 suggestions have been made for parking in the school grounds which the Head and staff have considered and have subsequently suggested a 3rd alternative which SCC Highways are now considering. Cllr Barker has requested an update after Easter. Questions to SCC Cllr Barker – SCC Cllr Barker was asked whether the new Head would need to be consulted as that may further delay decisions – SCC Cllr Barker advised that the new Head would need to be brought up to date. SCC Cllr Barker was asked about the bollards outside the bungalows – SCC Cllr Barker will chase. Thanks were extended to SCC Cllr Barker for attending.</p>

	<p>The Transport Museum advised that only 10 days' notice had been received about the road works at Chapel Lane and these had affected the visitor numbers over Easter. SCC Cllr Barker was asked to raise this matter with SCC Highways.</p> <p>Patients Participation Group at Rosedale Surgery – a verbal report was received from Cllr Radforth. The Heartstart course has started. Mention was made that there is a defibrillator at Deepdale. The surgery has permission to increase its size by up to 75% and there could then be capacity to include a dentist.</p> <p>Impact Course - With reference to the Impact Course, 8 sessions are owed to Council It was RESOLVED by all that the sessions be provided rather than a financial refund. Council were asked to note that costs will be increasing.</p> <p><i>To receive questions from the Public.</i></p> <p>Residents voiced their concerns about the planning application for 25 Meadow Way which had been approved by WDC as it was felt that some of the planning procedures had not been undertaken.</p> <p>The Chair advised that on behalf of the residents she has sought advice from a solicitor in relation to the possibility of a judicial review and is awaiting their advice. The Chair advised that there would be a cost to any judicial review, and that the residents would need to cover these. Cllr Tyler advised that there appeared to be a lack of consideration given to matters such as loss of amenity, water and sewerage, and flooding issues.</p> <p><i>Public session finished.</i></p>
5	<p>To receive an update on actions from the previous meeting 1 March 2017</p> <p>Payment to WDC re bins – Cllr Fletcher has confirmed that the bins are in situ. It was RESOLVED by all that the outstanding bill to WDC can now be paid.</p> <p>Cllr Fletcher – bin update – Cllr Fletcher provided a list of all the bins and the types, and this will need to be reconciled with the asset register.</p> <p>Regarding a claim on the insurance for 2 damaged bins – the meeting was advised that there is a £100 excess on the bins. One of the bins to be claimed for is a Glasdon Trim line 50 whilst the other make is unknown.</p> <p>To receive information from the Chairman – the Chairman advised that the newsletter had been delivered free of charge as it had been two weeks late in being delivered.</p>
6	<p>To receive and note correspondence not discussed elsewhere on the agenda.</p> <p>Bus shelter Beccles Road – The Chairman advised that information is awaited from SCC officer Simon Barnett regarding the shelter for Beccles Road.</p> <p>Invoices from WDC – 2 invoices have been received from WDC for which there is no narrative about what they relate to. The Chairman has requested this information.</p> <p>Bee and Wildflower – No report.</p> <p>Attendance of project manager of Third Crossing Jon Barnard at the June Town Council meeting – This was approved by all.</p> <p>Clerks training – the clerk will undertake training in April.</p>

	<p>Cars parked on land opposite the Firs – cars are often parked on this land – it was suggested that these are residents' cars. Letter to be sent to Sally Dann to see if she knows who owns the land or if not to ask her to find out.</p> <p>Fence at roundabout on Old Beccles Road – the fence is laying down and council asked that this be reinstalled by the owner. E mail to be sent to SCC Cllr Barker to request that she make the arrangements.</p>
7	<p>To confirm receipt of Minutes from Meetings held since 1 March 2017. No meetings held during March.</p>
8	<p>To agree payments to be made - List as circulated.</p> <p>On the proposal of Cllr Hall seconded by Cllr Mountford it was RESOLVED by all to approve the payments except for the payment to Norse for which no information was held.</p> <p>It was agreed that the amount of the Chairman's Allowance be discussed and confirmed at the next meeting.</p>
9	<p>Update regarding Section 106 monies, CIL, for use for the youth club.</p> <p>Cllr Tyler has spoken with the WDC officer who advises that there is £928 which needs to be spent by July 2018.</p> <p>£165,000 is still in the WDC community facilities budget for the parish. It was RESOLVED by all that a letter be sent to WDC to request that the sum of £150,000 of these monies be allocated to the Community Hub project.</p>
10	<p>To receive updated insurance document and to agree actions to be taken.</p> <p>Review of insurance documentation had taken place. It was RESOLVED by all that the contents cover for the clerk's home be removed with immediate effect. Clerk to find out what is covered by those items listed as 'multi-purpose.'</p>
11	<p>To receive update on allotments.</p> <p>There is 1 spare plot at present. Next person on waiting list will be asked whether they wish to take up this plot.</p> <p>Mention was made that there is no clause in the allotment contract about clearing the plot when it is relinquished. It was suggested that a clause be inserted to this effect.</p> <p>It was suggested that enquiries be made to find out what the land on Castleton Ave/ Hollow Ave which is owned by Hayden's is proposed to be. It was suggested that the clerk writes to Hayden's at Bridge Road to ask.</p>
12	<p>To consider paying for GMAIL business account to update clerk's e mail address. A g mail account has already been created for the new Town Clerk.</p> <p><i>To consider a new www..... address rather than .gov.uk as storage space is becoming limited.</i> Contact to be made with Suffolk Cloud about hosting the domain and to contact hdi data to find out what the existing problems are re the present site.</p>
13	<p>To receive update on costs for Scribe account and to agree additional costs. Training to take place in April. See details above.</p>

14	<p>To consider and agree Town Council credit card. Agree priority of bank account signatories and all banking arrangements to be amended urgently.</p> <p>Credit Card – members were advised that the Town Council cannot have a credit card. A debit card which operates with one signatory would be possible.</p> <p>The Town Clerk will contact the Bank to find out about signatories, online banking etc.</p>
15	<p>To agree purchase of new office printer, laptop and small fridge together with other office equipment and supplies. To agree best way forward to pay for these items.</p> <p>The Chair advised that there is a Xerox printer available at Printer land for £526 and they would invoice the Town Council should council wish to purchase it.</p> <p>Other suppliers who would invoice council are to be considered for the supply of other items required.</p> <p>It was RESOLVED by all that the 2016/17 total budgeted figure could be made available for these purchases. Agreed by all.</p> <p>It was agreed that the Men's Shed would be offered the old equipment.</p>
16	<p>To confirm the date of May 3rd as the date for the Annual Parish Meeting with guest speaker Matt Gooch of Suffolk Wildlife Trust. Following this meeting will be the Mya meeting of the Town Council. Also to agree for the WI to provide refreshments and to provide a donation as in previous years.</p> <p>This was agreed by all. Donation of £25 agreed for the WI.</p>
17	<p>To receive update regarding Short Lane planning application. Notification of site meeting on Monday 10th April at 3pm. Application to be dealt with on April 18th.</p> <p>It was agreed that Cllr Radforth would attend the site meeting.</p>
18	<p>To consider recommendation of plans received</p> <p>Planning Application from Badger Builders for Rookery Park. Ref No Dc/17/0915/FUL.</p> <p>Members raised a number of concerns regarding the application and discussion took place regarding these.</p> <p>The proposed development relies on people travelling by car - there is no promotion of other means of transport and no provision of footpath/ pavement amenities - contrary to WDC CS Policy 15.</p> <p>The proposed application is in a wildlife corridor - how will disruption to wildlife be mitigated?</p> <p>Although there are already old barns on the proposed site - there is / has not been residential dwellings - members would not wish this application to set a precedent for development on other parts of the site.</p> <p>It was RESOLVED by all that in view of the concerns above, WDC be asked to refuse the application.</p>

	<p>Planning application from Mr. and Mrs. Mayfield at 4 Rushmere Road. Ref no DC/17/1213/FUL</p> <p>There were no objections to this application.</p>
19	To close the meeting. Meeting closed at 9.35pm.

..... (signed)

.....(dated)