



MINUTES OF MEETING

Minutes of Carlton Colville Town Council Meeting held on **Wednesday 2nd August 2017** at the **Methodist Church Hall, Lowestoft Road, Carlton Colville**. The Meeting began at **7.05 pm**

1.	<p>a) To note Members present and to receive, note and accept apologies for absence Chairman Julie Hall, Vice Chairman Jill Tyler, Councillors: Paul Radforth, Alistair Mackie, Paul Light, Derek Fletcher, SCC Councillors Melanie Vigo Digallidoro, Craig Rivett Ian Castro (IMPACT) Apologies: Clare Varella, Christine Fair</p> <p>b) To receive any declarations of interest regarding the agenda Declaration of interest from Cllr Alistair Mackie at item 12 DC/17/3099/FUL</p> <p>c) To consider applications for dispensation There were no pecuniary interests found, therefore Cllr Mackie could remain in attendance for this item</p>
2.	<p>To approve and sign the Minutes of the Town Council Meeting held on 5th July 2017</p> <p>It was RESOLVED by all to approve the minutes of 5th July 2017 as a true record</p>
3	<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>3a. To receive reports from</p> <ul style="list-style-type: none"> i. Suffolk County Councillors Local plan is now out page 75 of brochure applies to Carlton Colville There is to be a push on a campaign on 'recycling right' Fairhead Loke is a bridleway, it is going to be repaired as a one off as SCC are not responsible for anything damaged by pedestrians and horses Bollards outside the vets to go up asap Marsh Lane speeding is not viable as couldn't police it Brick Planter at Beccles Road is not a priority, to be repaired as is the fencing when budget and time allow Bloodmoor Roundabout - SCC councillors are still pursuing to be made safer – Chairman to do a yes/no on Facebook around the lane use and report back ii. Waveney district Councillor Read out also flooding meeting update given iii. Patients Participation Group at Rosedale Surgery Read out iv. Impact Detached Youth Read out – Chairman to speak to Pakefield School to see if they can talk about the Youth Hub in an assembly Horses in Carlton Meadow Park at 5 pm – Paul Light to check if horses allowed there <p>3b. To receive questions from the Public Dog noise issue early in the mornings opposite the vets - Paul Light advised to call Lowestoft 527132 to report problems Environmental Health</p>
4.	<p>To receive an update on actions from the previous meeting 5 July 2017</p> <ul style="list-style-type: none"> a. Relocation of Noticeboard at Ribblesdale – orientation and position – still to be agreed b. Data Protection training to take place 7th September shared with Beccles, Kessingland and Worlingham c. SNT quarterly meeting to take place September 21st September at the office



	d. Finance & Personnel committee meeting to take place 4 th September 2017 7 pm at the office feedback from auditor around large surplus of reserves
5.	<p>To receive and note correspondence not discussed elsewhere on the agenda</p> <p>a. Broads Authority letter about meeting Norwich Kings Centre Wednesday 20th September – link to go on facebook page</p> <p>b. Meeting date for creation of new council (merger of WDC and Suffolk Coastal) agree who is going – Wednesday 27th Sept Riverside- Paul Light will go if no other meetings</p> <p>c. Thank you letter from Suffolk Wildlife Trust</p> <p>d. Waveney Community Enabling Fund – read out</p> <p>e. Broken swing at Carlton Community Centre – contact Derek Barley to get repaired</p>
6.	<p>To confirm receipt of Minutes from Meetings held since 5 July 2017</p> <p>Planning meeting 18th July 2017 minutes had been received</p>
7.	<p>To agree payments to be made</p> <p>List to be circulated</p> <p>Total payments made £1026.47 2 cheques and 1 direct debit</p> <p>Santander had been escalated for complaint by the clerk to enable necessary changes to the signatories and correspondence address to take place</p> <p>Bank Statements agreed for June and signed off</p> <p>£160 had been received from Allotment members towards the lawnmower</p> <p>HMRC VAT received of 2 payments one to tidy up last year and one for Quarter 1 this year totalling £1077.36</p> <p>The External auditor had queried the Asset Register so the Clerk had sent the most up to date one which had a discrepancy with the last 2 years figures (due to previous clerk error) the auditor agreed to send back the final accounts for amendment and charge £30 for this . The figures were changed from 2015/16 £110512 to £114722 and 2016/17 115295 to £120025</p> <p>All the above was proposed and RESOLVED by all to approve including the payments for July</p>
8.	<p>To propose to adopt a new Equality and Diversity policy</p> <p>It was RESOLVED by all to adopt the above policy</p>
9.	<p>To propose to adopt a new Health & Safety policy</p> <p>A new kettle had to be purchased by the clerk after the other one leaked and tripped the electricity. This was under the powers of immediate risk and Health and Safety.</p> <p>The Allotment members need to have their own health and safety policy on the lawnmower and strimmer</p> <p>It was RESOLVED by all to adopt the above policy</p>
10.	<p>Discuss Revised contact details and Community Emergency Plans</p> <p>Clarification is needed on what are the council expected to do in an emergency. Clerk to look for any plans in place to be brought to the next meeting and updated.</p>
11.	<p>To report back on Flooding meeting 1st August 2017</p> <p>Report was read out</p>
12.	<p>To consider recommendation of plans received:</p> <p>Planning Application DC/17/3078/FUL</p> <p>Applicant: Mr James Boakes</p> <p>Address: 37 Airedale, Carlton Colville</p> <p>Proposal: Construction of two storey rear extension</p> <p>Recommendation: It was agreed by all to Approve</p> <p>Planning Application DC/17/3099/FUL</p> <p>Applicant: Mr Ben Parr</p> <p>Address: 5 Chestnut Crescent, Carlton Colville</p> <p>Proposal: Construction of affordable two bedroom detached bungalow</p> <p>There are no measurements on the plans and inadequate space on the plot</p>



	<p>The windows are not more than 1.8 metres away from the fence It is overdevelopment of the site There are several mature trees surrounding the development which we would like to clarify if there is TPO's on them Under WDC Policies to Help Make Decisions on Planning Applications: DM01 3.5 Amenity - this development does not meet the criteria especially on neighbourhood disputes 3.10 Car Parking - this would bring cars to an already crowded area and saturation point for parking In this area which is prone to flooding it has been drawn to our attention by Anglian Water Services Ltd (as Sewerage undertaker for this area) that their "Developer Services team" do not routinely comment on planning applications comprising fewer than 10 houses. This means that they may not respond to this application. CCTC wish to point out that, in considering this application, the absence of any response from AWSL should not be taken by WDC (as planning authority) as any indication whatsoever that the surface water or the foul water drainage systems in the area of this application are suitable and sufficient to sustain the additional burden represented by this proposal. CCTC are concerned that there are in fact, serious and significant unresolved and ongoing flooding issues in the area of this application, which have led to resident's homes, the public roadways and other areas of land becoming inundated with surface and foul effluent. The state of maintenance and the capacity of the foul and surface water drainage systems in the area should be considered as a material factor in determining this application, and in the absence of positive evidence that the existing flooding issues have been satisfactorily resolved, this application should be refused Recommendation: it was agreed by all to Refuse Planning Application DC/17/3087/FUL Applicant: Coastline Veterinary Surgery Address: 38 Lowestoft Road Proposal: Extension to the existing Surgery Whilst the council supports expansion of local businesses they have to use their local knowledge to comment on this: The increase in business due to larger premises will have a detrimental effect on the residents directly near to this The vets already causes many parking issues for the residents i.e. parking in front of garages or driveways which get discussed at every Town Council meeting hence SCC now putting bollards on a green piece of land in front of residents houses to prevent wrongful parking There is not sufficient infrastructure in place in an already crowded space, the roads are already saturated and there is not enough off road parking already Recommendation: it was agreed by all to Refuse</p>
13.	<p>To update on Town Council Sign – proposal to have a new logo in high resolution and costs for this</p> <p>The clerk had obtained a cost of approx. £100 to get a new high resolution logo and the new sign for the fence at the community centre would be about £50 It was RESOLVED by all to go ahead and get this made up</p>
14.	<p>To discuss the purchase of new Waste bins – Carlton Meadow Park 3 small dog bins to be replaced with 2 multipurpose, A general purpose bin to be purchased for top Low Farm Drive, Replace bin at Bells Path/Meadow Way as rusty</p> <p>It was RESOLVED by all to purchase the above waste bins</p>
15..	<p>To discuss any matters arising or in abeyance for the next meeting not discussed anywhere else on the agenda</p> <p>Received funds of £123.29 from Knit and Natter for May, June and July Lowestoft Mens Shed thanked for the computer equipment and would invite us to the opening event Rosedale PPG – Heart Start Group donation request £50 put on next month's agenda to be agreed Castleton Avenue into Ribblesdale overgrown and needs a good cut back Local Plan public consultation 12 – 3 Sat 2nd September clerk to investigate a room</p>
	<p>To close the meeting – Meeting closed at 9.15 pm</p>

Signed..... Date.....