



MINUTES OF MEETING

Minutes of the Carlton Colville Town Council Meeting on **Wednesday 5th July 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, Clare Varella, Christine Fair, Derek Fletcher Paul Light SCC Councillors: Melanie Vigo Digallidoro Craig Rivett (arrival 8 pm) Ian Castro Laura Benterman (Impact) Apologies: Alistair Mackie, b) To receive any declarations of interest regarding the agenda None c) To consider applications for dispensation</p>
2.	<p>To approve and sign the Minutes of the Town Council Meeting held on 7th June 2017</p> <p>It was RESOLVED by all to approve the minutes of 7 June 2017</p>
3	<p>Public participation <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 School parking meeting had been attended at Ipswich with Gordon Jones cabinet member for children services education and skills and James Finch highways and transport. It was agreed that the new headmaster commencing in September needs input to accept what county council proposes so no firm plans have been agreed. Highways update: Hollow Grove Way is to have central island linking Yarrow Drive to Cowslip Crescent Ashburnham Way and Elmdale Drive have dropped kerbs requested Recycling centre visit and the offer is there to visit Bollards on green outside vets a new quote has been sent through to be approved as the other had expired. It was suggested that the school parking issues be taken up with Tim Passmore PCC on 4th August Lowestoft Town Centre 11 am – 2 pm in London Road North opposite the Britten Centre. An invite to October's meeting to the new headmaster to be sent. ii. Waveney District Council Report read out iii. Patients Participation Group at Rosedale Surgery Report Read out iv. Impact Detached Youth Lots of young people about a few issues around the condition of the Stake park Keep reported incidents to 101 New play equipment being installed after the summer holidays 6-8 weeks v. East Anglia Transport Museum This weekend a gathering buses built in Lowestoft to commemorate 30th anniversary of Eastern Coachworks closure



	<p>3b. To receive questions from the Public The Allotment members asked about using weed killer on the car park area – the clerk contacted the Allotment society and found out that as long as they used nonprofessional grade then this was ok The new lawn mower for the Allotment is on order and will be collected by Paul when it was available</p>
4.	<p>To receive an update on actions from the previous meeting 7 June 2017 4a. Quote from Waveney Norse for relocation of Noticeboard at Ribblesdale £325 this agreed in principal by all but the clerk to seek permission from Suffolk Highways and see if there is additional costs – to be resolved at next meeting. 4b. Lawn mower from allotment now located at Carlton Colville Community Centre and a new one will be purchased for the allotments cheque to be drawn at meeting 4c. Land to rear of 16 The Street Melissa Norton – Clerk contacted Norton Peskett solicitors to arrange for the legal documentation to be drawn up to transfer the ownership of the land to be transferred. Costs were £300 agreed to be paid by resident. 4d. Contact with Matt Stebbings of Sentinel to escalate the need to move the Shelter on Carlton park to Barnards Meadow for storage due to increasing drug issues.</p>
5.	<p>To receive and note correspondence not discussed elsewhere on the agenda 5a. Complaint from a resident around Coach being parked in Ribblesdale – the Town Council have no powers to do anything about this matter 5b. Chief Constable and PCC on tour information 4th August 11 am – 2pm opposite the Britten Centre Lowestoft 5c. Waveney Local Plan First Draft Consultation Thursday 27th July 6 7-30 pm – Councillor Paul Radforth to attend and collect information for the Council 5d. Highways alerts now being emailed to clerk weekly (roadworks etc) – Clerk will email these out if needed</p>
6.	<p>To confirm receipt of Minutes from Meetings held since 7 June 2017 No meetings have taken place</p>
7.	<p>To agree payments to be made List to be circulated Total payments made £9914.79 15 cheques and 2 direct debits The Bank had not been reconciled as the statement only received when the Clerk returned home today it will be brought to the next council meeting On the proposal of Cllr Hall seconded by Cllr Varella it was RESOLVED by all to approved the payments</p>
8.	<p>To review and agree Town Council's Safeguarding Children and Young People Protection Policy It was RESOLVED by all to approve the Safeguarding Children and Young People Protection Policy</p>
9.	<p>To review and agree Town Council's Training and Development Policy It was RESOLVED by all to approve the Training and Development Policy</p>
10.	<p>To review and agree Town Council's Councillor Expenses Policy It was RESOLVED by all to approved the Councillor Expenses Policy</p>
11.	<p>To adopt a Statement of Internal Control for year ending 31 March 2018 It was RESOLVED by all to adopt the Statement of Internal Control for year ending 31 March 2018</p>
12.	<p>To consider recommendation of plans received: Planning Application DC/17/2604/FUL Applicant: Mr R Cook Address: 22 Copper Beech Drive, Carlton Colville NR33 8DH</p>



	<p>Proposal: Erection of 2 m fence at side of property and 1.4 m continuing alongside and front, including demolition of part existing wall</p> <p>Recommendation: It was agreed by all to Approve</p>
13.	<p>To discuss findings of Internal Audit by SALC and subsequent actions</p> <p>The clerk had highlighted in red all the actions that have/needed to be taken and it as agreed that Christine Fair should check these next time an internal audit by town council members was done</p>
14.	<p>To discuss having a Town Council sign at the office site</p> <p>It was RESOLVED by all to purchase a sign to go on the fence at the entrance to the Community centre to include, telephone number, website, Facebook page and village sign logo</p>
15.	<p>To receive an update on the defibrillator siting</p> <p>Jane Biggs from Heart 2 Heart Norfolk collected a cheque and arrangements have been made to site the defibrillator at the Methodist Church on the wall at the front of the building. Training to be arranged</p>
16.	<p>To agree to Clerk having training to enable website to be updated</p> <p>It was RESOLVED by all to agree to the Clerk having website training and she would arrange this</p>
17.	<p>To agree next date for Newsletter publication</p> <p>Clare to collect an update on what is going on in the area and the plan is to publish in early September</p>
18.	<p>To agree Clerks enrolment into NEST pension scheme</p> <p>It was RESOLVED by all and the direct debit mandate signed so the Clerk could join the pension scheme</p>
19.	<p>To discuss any matters arising or in abeyance for the next meeting not discussed anywhere else on the agenda</p> <p>New Data Protection Regulations in 2018 mean that training is required – the Clerk to arrange this</p> <p>SNT quarterly meeting September to be held in the Council Office – It was agreed the Clerk and Councillor Tyler would sort this out</p> <p>Request to change 3 small dog bins Carlton Meadow Park be replaced with 2 multipurpose and sticker to say multipurpose on the one that is already sited there</p> <p>A General purpose bin to be purchased at top Low Farm drive</p> <p>The Bin at Bells Park and Meadow Way is rusty needs replacing</p> <p>Finance and Personnel meeting needs to be arranged for Early September – Clerk to organise</p>
	<p>To close the meeting</p> <p>The meeting closed at 8.55 pm</p>

Signed Date.....