



## MINUTES OF MEETING

Minutes of Carlton Colville Town Council Meeting on **Wednesday 4<sup>th</sup> October 2017** at the **Methodist Church Hall, Lowestoft Road, Carlton Colville. The Meeting started at 7:00 pm**

1.	<p><b>a) To note Members present and to receive, note and accept apologies for absence</b>  Present: Chairman Julie Hall, Councillors Jill Tyler, Paul Radforth, Derek Fletcher, Christine Fair, Jason Rodwell, Clare Varella SCC's Craig Rivett, Melanie Vigo Di Gallidoro Impact Ian Castro  Not present Derek Fletcher  Apologies: Councillors Paul Light, Alistair Mackie, Michael Leedham, Derek Fletcher SCC Jenny Ceresa</p> <p><b>b) To receive any declarations of interest regarding the agenda</b>  None received</p> <p><b>c) To consider applications for dispensation</b>  Not applicable</p>
2.	<p><b>To approve and sign the Minutes of the Town Council Meeting held on 6<sup>th</sup> September 2017</b></p> <p>It was RESOLVED by all to approve the minutes of 6<sup>th</sup> September 2017 as a true record</p>
3	<p>Public participation</p> <p><b><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></b></p> <p>3a. To receive reports from</p> <ul style="list-style-type: none"> <li>i. Suffolk County Councillors  Improvements to railway which will affect road closures in Oulton Broad 2018, Bascule Bridge improvements 2018 and road closures will be in place, Re surfacing work north of the town to Corton and improvements to A47. Emergency services will have special services using bases both north and south of the bridge to have adequate cover. Suffolk Energy Action.org for support grants with energy issues like boilers, cavity wall insulation. Bollards by vets – oak ones are not in stock Melanie to investigate composite ones. Fairhead Loke has been resurfaced as a bridleway not as a track for cars. School parking meeting 18<sup>th</sup> October. Roundabout survey was handed in and Craig fed back the response from and will take a further look at collision data. Ribblesdale onto Bloodmoor, the crossing traffic lights need to be adjusted slightly to save additional back up of traffic.</li> <li>ii. <b>Waveney district Councillor</b>  Update report read by Chairman</li> <li>iii. <b>Patients Participation Group at Rosedale Surgery</b>  AGM is this month and Paul will report back in November</li> <li>iv. <b>Impact Detached Youth</b>  MUGA has now started and play equipment was on the way. Plan to engage young people from schools in the area. Councillor Rodwell to talk to his daughter about graffiti wall as she has done some work in Norwich around this and possibility of having a wall incorporated in the new skate park</li> <li>v. <b>East Anglia Transport Museum</b>  Public transport is being used more to get there. More visitors and income being reinvested.  <b>SNT meeting</b> held at our office – Councillor Tyler gave an update on this – mental health issues are now increasing taking up officer's time. Public can report crimes via website if you do not want an officer to attend but record an incident. Speeding in the village was discussed and a speed watch scheme was mentioned – 6 people are needed and you can link up with other parishes – put on next month's agenda.</li> </ul> <p>3b. <b>To receive questions from the Public</b>  It was mentioned that there is no 3<sup>rd</sup> party right of appeal on planning applications which have been approved</p>



4.	<p><b>To receive an update on actions from the previous meeting 6<sup>th</sup> September 2017</b></p> <p>a. Responses for Church Lane and Waveney Local plan had been formulated and sent</p>
5.	<p><b>To receive and note correspondence not discussed elsewhere on the agenda</b></p> <p>a. Defibrillator training had been booked for 5<sup>th</sup> October 7 pm at the Methodist Church</p> <p>b. 25% reduction agreed by Waveney Norse on this year's hanging baskets – clerk to investigate a different supplier for 2018 – meeting with Nursery to get quote on plants and then look into watering</p> <p>c. Meeting booked with SCC about Bus Shelter in Beccles Road October 10<sup>th</sup></p> <p>d. Thank you letter received from PPG re donation</p> <p>e. Car parking 2017 views to WDC – Are WDC taking back on-street parking from the police – email to Councillor Light to see if he can find any information</p>
6.	<p><b>To confirm receipt of Minutes from Meetings held since 6<sup>th</sup> September 2017</b></p> <p>Finance and Personnel Committee meeting 4<sup>th</sup> September 2017 had been received</p> <p>A working party of the planning committee was held on 19<sup>th</sup> September to discuss revised plans for Poplar Road Bungalows, a response was sent to WDC</p>
7.	<p><b>To agree payments to be made</b></p> <p>List was circulated</p> <p>10 cheques and 1 direct debit totalling £3266.57</p> <p>Insurance has increased due to increased assets being covered</p> <p>2<sup>nd</sup> amount of Precept £26921.50 received on 29<sup>th</sup> September</p> <p>All payments were proposed and RESOLVED by all to approve</p> <p>Christmas Tree and lights, Poppy Wreath for remembrance were proposed and RESOLVED by all to approve for this year</p> <p>To present Septembers bank statements to be agreed and signed off – Septembers Bank Statement had not been received will be brought to the next meeting.</p>
8.	<p><b>To discuss matters arising from Finance and Personnel committee meeting</b></p> <p>a. It is proposed to move Clerk to salary band 29 and subsequently 30 after completion of ciLCA following a budget review backdated to July 2017 the end of probation period</p> <p>The increase in salary, banding and back pay were proposed and RESOLVED by all to approve</p> <p>b. To propose purchasing a further defibrillator to be sited at Co-op Rosedale Gardens – Co-op had now purchased and installed their own so no need for further – Clerk to make enquiries at Carlton Manor</p>
9.	<p><b>To confirm that the Annual Return External Audit including certificate had been received and issues arising were noted and discussed.</b></p> <p>The certificate was shown to all and the matters arising discussed and agreed by all</p>
10.	<p><b>To update councillors on Data Protection training attended by the clerk and Councillor Tyler – the below summary was read by the clerk</b></p> <p>Council needs to appoint a Data Protection Officer</p> <p>Need to add Data Protection breach to the insurance policy – already covered but the wording will change next May – Community Action Suffolk already aware</p> <p>Any data held cannot be passive the person must express consent i.e. must be a tick box or a signature</p> <p>Change passwords regularly</p> <p>Encryption to emails by Virtru</p>



	<p>Add a budget figure to next year's budget to allow for any costs          Will have a privacy statement at the end of signature on emails          No names to be on planning agenda          Make sure everything is locked up in the office          Do not just forward emails with sensitive data – cut and paste info</p>
11.	<p><b>Discuss Revised contact details and Community Emergency Plans</b></p> <p>It was agreed to put an advert on the Facebook page and Website requesting that local experts who could offer help in an emergency to come forward and have their names and what help they could offer on a central register. This item is to be kept on the next agenda</p>
12.	<p><b>Following Councillors visits to discuss proposals for the open space between Deepdale and Ashtree Gardens and also Ranville play area</b></p> <p>Discussions were held around a scout/youth provision and allotments. It was agreed by all to be taken forward at the next meeting with Sentinel about constraints on the land and initial enquires.</p>
13.	<p><b>To update Councillors on Skate park meeting held 20<sup>th</sup> September</b></p> <p>Councillor Tyler reported that we were no further forward and the next meeting is set up 18<sup>th</sup> October so a further update would be issued next month</p>
14.	<p><b>To discuss a response to the Third Crossing public consultation</b></p> <p>The clerk to send an email to say that Carlton Colville Town Council fully support its benefit to the wider community.</p>
15.	<p><b>To discuss youth vandalism etc at Carlton Community Centre</b></p> <p>Numerous issues at the Community centre including fires starting, mindless criminal damage, pulling down of BT cable from the roof, climbing on the roof. The vegetation sits on outside of the fence, SCC to be sent photos and ask Suffolk Highways to clear this so it will be more open. Potential of a gate with padlock to prevent cars to be looked into.</p>
16.	<p><b>To consider recommendation of plans received:</b></p> <p>Planning Application: DC/173803/FUL          Applicant: Mr David Cook          Address: 1 Fairhead Loke, Carlton Colville, NR33 8DD          Proposal: To turn a single flat roof garage to a double with pitched roof          Recommendation: It was RESOLVED by all to approve</p>
17.	<p><b>To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda</b></p> <p>Planning Application: DC/17/4091/FUL          Applicant: Mr Bernard McCarthy          Address: Bountiful, Marsh Lane, NR33 8BW          Proposal: Erection of a Garden Store          Recommendation: It was RESOLVED by all to approve</p>
	<p>To close the meeting - meeting closed at 9.30 pm</p>

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