



CARLTON COLVILLE TOWN COUNCIL

Minutes of the Carlton Colville Town Council **Annual Meeting on Wednesday 2nd May 2018 at the Methodist Church Hall, Lowestoft Road, Carlton Colville. The Meeting started at 8.00 pm**

MINUTES

1.	<p>Opening of Meeting</p> <p>Meeting</p> <p>a) To elect a Chairman Julie Hall thanked all the councillors particularly vice-chair Jill Tyler for their support. Councillor Jill Tyler proposed the nomination of Cllr Julie Hall and Cllr Radforth seconded the proposal. There were no other nominations. All agreed the proposal and Cllr Julie Hall accepted the position of Chairman</p> <p>b) To elect a Vice-Chairman Chairman Julie Hall proposed Cllr Jill Tyler and Cllr Jason Rodwell seconded the proposal. There were no other nominations. All agreed the proposal and Cllr Tyler accepted the position of Vice-Chairman</p> <p>c) To receive Declaration of Acceptance of Office by the Chairman Cllr Julie Hall signed the declaration accepting the position of Chairman</p> <p>d) To appoint an Responsible Financial Officer (RFO) Alison Ayers the clerk to the Town Council was appointed as RFO</p> <p>e) To appoint a Data Protection Officer With latest legislation changing there is no need to appoint an external DPO</p> <p>f) To note Members present and to receive any apologies for absence and note them Present: Councillors Julie Hall, Jill Tyler, Paul Light, Derek Fletcher, Michael Leedham, Jason Rodwell, Paul Radforth, Clare Varella, Christine Fair Apologies: Darren Winchester, Ian Castro - IMPACT SCC: Craig Rivett, Melanie Vigo DiGallidoro WDC: Jenny Ceresa</p> <p>g) To receive any declarations of interest regarding the agenda None Received</p> <p>h) To Consider applications for dispensation</p> <p>i) To confirm existing members of and to confirm any changes to the following: Committees: Planning, Finance and Personnel, Christine Fair, Jason Rodwell, Clare Varella, Julie Hall Planning Committee – Derek Fletcher, Jason Rodwell, , Jill Tyler, Paul Light, Michael Leedham To confirm Public transport representative – not required; Youth representatives; Jill Tyler,</p>
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	Christine Fair
2.	<p>To approve and sign the Minutes of the Annual Town Council Meeting held on 3 May 2017</p> <p>It was RESOLVED by all that they were a true reflection and they were signed</p> <p>To approve and sign Minutes of Town Council Meeting held on 4 April 2018</p> <p>It was RESOLVED by all that they were a true reflection and they were signed</p>
3.	<p>Public participation</p> <p><i>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.</i></p> <p><i>During each meeting the council will allow a period of up to 15 Minutes for 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>3 (a) To receive reports from</p> <ul style="list-style-type: none"> i. Suffolk County Councillors <ul style="list-style-type: none"> Flood work now progressing Brief update on Sizewell following Craig's visit to Hinkley Point Highways have filled in a lot of pot holes still 3000 outstanding Ponies being used to keep Broads in order info in town council office Volunteering opportunities at the Broads leaflets in Town council office Parking at school - now looking at funding ii. Waveney district Councillor <ul style="list-style-type: none"> Report read out Reported today problems of anti social behaviour at the Dales Speeding on Ashburnham Way New boundaries set out to parish and town councils consultation 3rd crossing on plan to start 2019 some issues have been highlighted iii. Patients Participation Group at Rosedale Surgery <ul style="list-style-type: none"> Interview on radio Suffolk 2nd May about CPR courses iv. Impact Detached Youth – not present v. East Anglia Transport Museum – not present <p>3 (b) To receive questions from the Public</p> <p>Allotment are all ok. Scouts have marked out and tap needs to be repaired which Cllr Fletcher is organising</p>
4.	<p>To receive an update on actions from the previous meeting 4 April 2018</p> <ul style="list-style-type: none"> a) Gisleham attended the last planning meeting and it was agreed that meetings would be requested with Peter Aldous and SCC highways
5.	<p>To receive and note correspondence not discussed elsewhere on the agenda</p> <ul style="list-style-type: none"> a) Funding available for first time central heating systems b) NPPF removal of any mention of areas of Wildlife – Mike to send details and clerk to forward to councillors



6.	<p>To confirm receipt of minutes from Meetings held since 4 April 2018 Planning Committee Meeting 18 April 2018</p>
7.	<p>To agree payments to be made</p> <p>It was proposed and agreed by all that a New tap for the allotments could be purchased at a cost of £62.83 It was RESOLVED by all agree the payments - £3116.39 9 cheques and 1 direct debit for £67.42 VAT for Quarter 4 £352.07 received 1st Precept Instalment 2018/19 £27148.59 Knit and Natter monies for Feb, Mar, April - £133.40 of which £40 was given to WI ladies for expenses £93.40 to be banked Skate Park donation of £2000 received from Rotary Club of Lowestoft East Point To sign March Bank Statements and reconciliations – these were agreed and signed To present new format budget including ear marked reserves - the clerk presented the new budgets which included £150356 of reserves allocated for 2018/19 leaving a reserve of £47000 under 1 years precept</p>
8.	<p>To review and agree Standing Orders including changes to GDPR regulations</p> <p>The new Model Standing Orders have been produce by NALC and take into account changes in legislation since those produced in 2013 – LO4-18 Model Standing Orders refers. It was RESOLVED by all to adopt the Standing orders for 2018/19</p>
9.	<p>To adopt new General Data Protection Regulation policies for : Information & Data Protection Document Retention and Disposal Social Media and Electronic communications</p> <p>It was RESOLVED by all to adopt the new policies</p>
10.	<p>To review and agree Terms of Reference for Finance and Personnel Committee</p> <p>It was RESOLVED by all to adopt these</p>
11.	<p>To review assets including buildings and office equipment</p> <p>The asset register was now held on SCRIBE and was up to date</p>
12.	<p>To confirm arrangements for insurance cover in respect of all insured risks</p> <p>It was confirmed by all that the insurance cover was adequate and in place</p>
13.	<p>To review and agree the council’s subscriptions to other bodies</p> <p>The subscriptions presented were agreed by all</p>
14.	<p>To review and agree Statement of Internal control for 2018/19</p> <p>It was RESOLVED by all to adopt the Statement of Internal Control</p>



15.	<p>To review and agree Councillors expenses policy</p> <p>It was RESOLVED by all to agree the policy</p>
16.	<p>To propose to determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</p> <p>It was agreed that there would be no change and the meetings would continue 1st Wednesday of each month</p>
17.	<p>To receive and sign year end accounts and annual governance statement 2017/18</p> <p>The annual governance statement and accounts were read out and It was RESOLVED by all to agree both the annual governance and accounts that they were signed ready for submission to Internal Auditor</p>
18.	<p>To propose Community Engagement events</p> <p>Christmas lights competition with registration of interest. Best display as judged by the councillors to get a cup and a donation on winner's behalf to local charity. Place a note in next newsletters around historic interest could anyone locate the previous trophies issued some years ago. Flyer to go out in October on Facebook etc. – SCC will put some funds towards the donation to charity.</p> <p>Scarecrow event with a Nursery Rhyme theme announced in September and shown July 19 with a winners cup – look into how and where they will be displayed</p> <p>Produce and Craft fayre – speak to churches and scouts to discuss annual event</p>
19.	<p>To discuss and agree a sign for junction of Fordson Way and the Homestead "Caution Children" after a resident request for this</p> <p>Jill Tyler to discuss further with the resident before any decision is made on this</p>
20.	<p>To discuss and agree response to Waveney Local Plan final draft</p> <p>Local surgery training doctors but none of them want to be GPs – huge concern for the future 900+ dwellings 25% capacity increase putting more pressure on</p> <p>It was agreed by all that the information so far was good and that final tweaks would be made after MP visit and next Parish One Voice meeting and then submitted before the deadline of 24th May 2018</p>
21.	<p>To discuss items for next newsletter</p> <p>Christmas lights Map of area – part of community</p>
22.	<p>To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda</p> <p>No matters pending</p>
23.	<p>To close the meeting</p> <p>Meeting Closed 9.35 pm</p>



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