



Carlton Colville Town Council **Annual** meeting on Wednesday 8th May 2019 at the Methodist Church Hall, Lowestoft Road, Carlton Colville.

The meeting started at 7.50 pm

MINUTES

1. Election of Chairman of the Town Council 2019/20
Chairman's declaration of acceptance of office to be completed
Councillor Tyler thanked Julie Hall for all her hard work for the past year. It was Proposed by Jill Tyler, Seconded Paul Radforth and RESOLVED by all to elect Julie Hall as the Chairman for 2019/20. No other nominations were received. The declaration was signed.
2. Election of a Vice-Chairman of the Town Council 2019/20
Vice-Chair's declaration of acceptance of office to be completed
It was Proposed by Julie Hall, Seconded by Paul Radforth and RESOLVED by all to elect Jill Tyler as the Vice-Chairman. No other nominations were received. The declaration was signed.
3. To appoint a Responsible Financial Officer (RFO)
Alison Ayers as the current clerk was appointed to be the Responsible Financial Officer (RFO)
4. To Note members present and to receive any apologies for absence and note them
All councillors to signed a Declaration of acceptance of office
Present: Chairman Julie Hall, Vice-Chairman Jill Tyler, Councillors: Jason Rodwell, Paul Radforth, Derek Fletcher, Ryan Williams, Christine Fair, Darren Winchester, Chris Thomas, Adam Robertson
Apologies: Clare Varela
East Suffolk Councillors – Jenny Ceresa, Craig Rivett
Suffolk County Councillors Craig Rivett
IMPACT Detached Youth – Ian Castro
Allotments – David Peek
Members of the public 4
5. To receive any declarations of interest regarding the agenda
None
6. To consider applications for dispensation
Not Applicable
7. Appointment of representatives to the following committees:
Planning representatives Councillors: Ryan Williams, Adam Robertson, Derek Fletcher, Jason Rodwell, Paul Radforth, Jill Tyler
Finance and Personnel representative Councillors: Clare Varela, Jason Rodwell, Christine Fair, Julie Hall

Neighbourhood Plan representatives Councillors: Jason Rodwell & Ryan Williams

8. To consider and adopt new terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee
It was Proposed by Jill Tyler and , Seconded by Christine Fair and RESOLVED by all to adopt the terms of reference for both committees.
9. To approve and sign the minutes of the Town Council meeting 3rd April 2019
It was RESOLVED by all that they were a true and accurate record and were duly signed
10. To receive reports from the following:
NOTE – no questions from the public will be taken during these reports. Public participation is a separate agenda item at item 6.
 - a. Suffolk County Councillors – Reminder about Woman’s Tour starting at Beccles 10 June at 10.30. Planning permission not yet gone in for school car park as yet. Chipping surface laid outside community centre Tuesday 7th May was being churned up as soon as it laid. A letter from Kier Construction was handed to Councillor Rivett about a smashed window when surface was laid before. Councillor Rivett to investigate.
 - b. East Suffolk Councillors - thanked Paul Light for hard work and dedication over past 12 years. First meeting of the new East Suffolk Council is on 22nd May. Community enabler budget of £7500 per councillor to be spent this year. Meeting to arrange with Mutford and Gisleham after the end of May to discuss working together with the new Councillors.
 - c. Patients Participation Group at Rosedale Surgery – Few issues going on with reception. Councillor Radforth to take forward. Call 111 and they will issue an emergency prescription.
 - d. IMPACT Detached Youth – Out weekly now. Not high numbers. Looking out at Rosedale Gardens shops and brick bus shelter. Illegal entry of Transport Museum via Carlton Manor. Dale End possible drugs and antisocial behaviour reported but no evidence. Member of public reported anti-social behaviour by an individual. Feedback to Inspector Casey.
 - e. East Anglia Transport Museum – Special event on the museum 11th and 12th May
 - f. Allotments – School doing very well with more sessions planned. Sprowston garden centre going to contribute some equipment. Plot 6, 10, 13 not contacted re bees when new tenancy agreement goes out inform them of the new bee keeping policy. Reminder by Jason Rodwell for the scouts to recommence on their plot. Look into engagement between High School and Primary School.
11. Public participation
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 public questions. During this time, residents can put questions to the Chairman regarding local concerns. Each question will be allocated 3 minutes. Where possible the Chairman will respond but matters may have to be deferred and placed on a later month’s agenda for discussion.

Member of the public from Low Farm Drive had a list of concerns about proposed development of 900 houses. Public invited to have a meeting to discuss all the responses that have been sent so far.
12. To receive an update on actions from the previous meeting 3rd April 2019
 - a. Bus shelter and raised kerb Rectory Road is on list for Suffolk Highways to complete

13. To receive and note correspondence not discussed elsewhere on the agenda
 - a. Invitation to Parish and Town Council Planning Forum 6th June 3 pm
Councillor Tyler and Councillor Fletcher to attend. Clerk to book them places
14. To confirm receipt of minutes from meetings held since 3rd April 2019
None held
15. To agree payments to be made for April 2019
List circulated
It was RESOLVED by all to agree to pay the 8 cheques for £8148.73 and 1 direct debit for £73.75
March and April's bank statements and reconciliations were signed
It was noted that the first precept payment from East Suffolk Council had been received for £27439.08 on 30th April 2019.
A CIL receipt for £5331.37 from East Suffolk Council had been received on 3rd May 2019.
16. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2018/19
The annual governance statement and annual accounting statements were read out and it was RESOLVED by all to agree both statements and that they were duly signed by the chairman and RFO ready for submission to the Internal Auditor (SALC) on Monday 13th May 2019.
17. Propose and determine the time and place of all ordinary meetings of the full council up to and including the next annual meeting of full council
The meetings would continue on the first Wednesday of each month apart from June 2019 which would be Monday 3rd June and also take place at the council office instead of the Methodist church. Plans would be made for September onwards when the church may be no longer available.
18. Council to consider adopting the General Power of Competence

A briefing paper on General Power of Competence had been distributed to all Councillors for consideration. As the Town Council now meets the criteria to adopt the GPoC the following unanimous resolution was made:
The Town Council resolves from 8th May 2019 , until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.
19. Corporate Governance
To approve revised governance documents for 2019/20
 - a. Standing Orders – addition of the following in number 25 – Restrictions on Councillor Activities as follows:
 - iii .Any Councillor will not carry out any work in the name of the Town Council unless duly authorised
 - iv. Councillors that are affiliated to any particular party do not purport in any way, that work carried out by the Town Council is something their party has done. It was proposed

- by Julie Hall, Seconded by Paul Radforth and RESOLVED by 7 Councillors to approve this.
2 councillors abstained.
- b. Councillors Expenses Policy –It was RESOLVED by all to approve this
 - c. Safeguarding Policy (updated) – It was RESOLVED by all to approve this
 - d. Retention & Disposal Policy – It was RESOLVED by all to approve this
 - e. Information & Data Protection Policy - to be brought back next month. Clerk to check wording GDPR
20. To confirm arrangements for insurance cover in respect of all insured risks –
Insured through Zurich arranged by Community Action Suffolk. Renewal is 1st October.
Clerk to add on bus shelter, and check on new waste bins purchased before renewal.
It was agreed by all that the insurance was in place and would be renewed with
amendments.
21. To propose adopting the Bee Keeping Policy for Allotments at Borrow Close
It was Proposed by Julie Hall, seconded by Paul Radforth and RESOLVED by all to adopt the
policy. Clerk to inform allotment holders this was now ratified and as long as the policy
conditions are met then bees could be kept on the site.
22. To discuss content for newsletter
Amendments to Councillors
23. To discuss any matters in abeyance for next meeting or not noted anywhere else on the
agenda
Encourage as many people as possible to fill in Neighbourhood Plan consultation Survey –
Jason Rodwell to send link to Julie Hall for Facebook Page.
24. To close the meeting
9.30 pm

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