



Carlton Colville Town Council meeting on Monday 3<sup>rd</sup> June 2019 at the Town Council Office, Hall Road, Carlton Colville.

The meeting started at 7.00 pm.

### MINUTES

1. To Note Members Present and to receive, note and accept apologies for absence  
Present: Chairman Julie Hall, Vice Chairman Jill Tyler, Adam Robertson, Jason Rodwell, Paul Radforth, Derek Fletcher, Clare Varela, Christine Fair, Ryan Williams  
Melanie Vigo DiGallidoro, Craig Rivett,  
East Suffolk Councillors Craig Rivett, Jenny Ceresa  
Allotments – David Peek  
East Anglian Transport Museum – Tim Major  
2 members of the public  
Apologies: Chris Thomas, Ian Castro (IMPACT)
2. To receive any declarations of interest regarding the agenda  
Councillor Robertson declared an interest at item 17 new school car park
3. To consider applications for dispensation  
It was considered that the declaration of interest was non-pecuniary
4. To approve and sign the minutes of the Town Council meeting 8<sup>th</sup> May 2019  
Councillor Robertson wanted it noted that 2 councillors had abstained from item 19a. This was amended accordingly and it was RESOLVED by all that they were a true and accurate record and they were signed.
5. 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  
Vegetation cut back due to flooding works, Car park plans are in progress responses available on site. Sink hole appeared on Station Square today – Highways England involved so emergency work ongoing
  - b. East Suffolk Councillors  
Full Council meeting held and personnel in positions. Still finding out details on the enabler fund.
  - c. Patients Participation Group at Rosedale Surgery – AGM has taken place
  - d. IMPACT Detached Youth – Not present but Ian had spoken to the clerk about problems and clerk to contact Liz Casey reference anti-social behaviour at Dale End
  - e. East Anglia Transport Museum  
Museum very busy so far this season, successful event last month
  - f. Allotments – Scouts still not turned up, Proposal to have a shredder – clerk to look into for a policy. Bee Keeping Jason has visited the site to agree the position. School going well.

6. 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.***  
No public questions
7. To receive an update on actions from the previous meeting 8<sup>th</sup> May 2019
  - a. Dialogue with Inspector Casey re anti-social behaviour and subsequent meeting with Alan Keely at Carlton Meadow park – update council – Councillor Tyler gave an update of the findings and it was suggested to take the findings to Waveney Norse to discuss
  - b. Updated public with a personal meeting and answered questions around the Local Plan
8. To receive and note correspondence not discussed elsewhere on the agenda
  - a. Local Plan for Broads Adopted
  - b. Thank you received for donation to Ollie's Heroes
  - c. School Keep Clear Road markings – Suffolk Highways – clerk to request time frame for this
9. To confirm receipt of minutes from meetings held since 8<sup>th</sup> May 2019  
Planning meeting 15<sup>th</sup> May 2019
10. To agree payments to be made for May 2019  
List to be circulated prior to meeting  
It was RESOLVED by all to pay all 9 cheques totalling £4664.66 and 1 direct debit £71.50  
May's bank statement and reconciliation was presented and signed  
Spend v budget circulated  
CIL payment for £5331.37 received.
11. To propose having a Children's Activity day in association with East Suffolk Council on 9<sup>th</sup> August 2019 - Power of Entertainment and Arts – Local Government Act 1972, s.145  
It was RESOLVED by all to agree to have a budget of £300 to provide games on this day by GoGeromino in association with East Suffolk Council. Clerk to contact Scouts, Brownies and Suffolk Wildlife trust about attending on the day.
12. To update Town Council on Neighbourhood plan consultation survey  
200 + received including post/survey monkey – the next meeting on 25<sup>th</sup> June will discuss the responses.
13. To confirm receipt of internal audit back from SALC discuss and put in place any recommendations.  
Comments had been noted and actions put in place.
14. To confirm notice of public rights of unaudited annual governance and accountability return 17<sup>th</sup> June – 26<sup>th</sup> July 2019 and to confirm that the external audit information had been posted to external auditors PKF Littlejohn LLP
15. Corporate Governance  
To review and approve governance documents
  - a. Data Protection and Information Management Policy

b. Statement of Internal Control

It was RESOLVED by all to adopt both documents.

16. To Review and agree Financial Regulations for 2019/2020  
There had been no changes and it was RESOLVED by all to agree these documents for 2019/2020
17. To consider the following Planning Applications (response needed before next scheduled planning meeting)  
Application: DC/19/1916/COU  
Proposal: Change of use of two barns with new carport link to form one (Residential C3)  
Address: Barn adjacent The Forresters, Marsh Lane, Carlton Colville  
Recommendation: It was RESOLVED by all to approve  
  
Application: SCC/0031/19W  
Proposal: New Car Park  
Address: Carlton Colville Primary School  
Recommendation: It was RESOLVED by all approve (not official consultees)  
Note: Councillor Robertson was not present during the discussion or vote
18. To discuss anti-social issues in bus shelter along Lowestoft Road  
To monitor and consider removing if issues persist – find out ownership
19. To propose obtaining a new Town Council Sign (more durable) for the office – Ancillary power – Local Government Act 1972 s.111 – Clerk find out costs and report back
20. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda  
Jason Rodwell may be missing from a few future meetings due to work commitments
21. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential and commercially sensitive nature of the business to be discussed.
22. To close the meeting – main meeting closed at 8.20 pm

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