



Minutes Carlton Colville Town Council On-Line via Zoom meeting on Wednesday 1<sup>st</sup> July 2020 at 7 pm

## MINUTES

1. To Note Members Present and to receive, note and accept apologies for absence  
Present: Chair Julie Hall, Vice-Chair Jill Tyler, Councillors Chris Thomas, Ryan Williams, Derek Fletcher, Paul Radforth. SCC's Melanie Vigo Di Gallidoro ESC Craig Rivett, Allotment Chair David Peek, East Anglia Transport Museum Tim Major, Ian Castro IMPACT Detached Youth - 1 member of the public.  
Apologies: Councillors Adam Robertson, Clare Varela, Christine Fair, ESC Jenny Ceresa
2. To receive any declarations of interest regarding the agenda  
None
3. To consider applications for dispensation  
N/A
4. To agree and sign the minutes of the meeting of 3<sup>rd</sup> June 2020 – (to be dropped at the Chairman's in advance of the meeting along with the payments)  
It was RESOLVED by all that these were true and accurate with the omission of Councillor Chris Thomas's question to the SCC about the availability of recycling slots and the question to the ESC about the collection of the green bins. These were noted and the minutes duly 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** – The car park at Carlton Colville Primary School was working well. Councillor Thomas asked a question around the Leicester lock-down and his concerns that Suffolk were high up on the list for the next lock-down according to the press. Councillor Melanie Vigo Di Gallidoro reported that there had been a cabinet briefing about the news of a Suffolk Covid-19 outbreak which had been sensationalised by the press and had been blown out of proportion. An emergency fund is available to look at better cycling/walking routes – clerk to look into as part of Neighbourhood Plan. Recycling centres will continue to be booked online. Travel Concessions will revert to original times. Councillor Thomas asked a question on behalf of Councillor Robertson around the pubs opening and social distancing being monitored and also the need to for pubs to take personal details off customers. Councillor Melanie Vigo Di Gallidoro replied that it was the landlord's duty to monitor customers inside the public house but not outside their grounds. Nobody was obliged to leave their contact details it is not law just a recommendation.

b. **East Suffolk Councillors** – Craig Rivett had written to First Bus regarding the resident's complaint and they would be reminding drivers to be more considerate. Following correspondence with Councillor Fletcher Craig had contacted a pet shop that was not complying with social distancing to offer support. Jenny Ceresa had sent a message that the Community Partnership meetings should commence again in August and the £2000 spend would need to be reconsidered following the Coronavirus pandemic depending on needs and priorities in the area.

c. **Patients Participation Group at Rosedale Surgery** – Councillor Radforth gave an update from the practice manager offering members of the PPG a virtual meeting and to give feedback from the time of the pandemic.

d. **IMPACT Detached Youth** – Ian was disappointed at the level of ASB at the Community Centre. He had been out for the last 6 weeks talking to the young people and explaining the importance of social-distancing etc. We would continue to report any incidents we were aware of.

e. **East Anglia Transport Museum** – The Museum is still closed whilst they consider the measurements needed to reopen. They have been awarded some money from National Lottery for a temporary undercover area for visitors but they were waiting on ESC to confirm whether or not this needed planning permission.

f. **Allotments** – All was going well at the allotments at Borrow Close and the School with a glut of produce. The bees had arrived at the allotments with no issues thus far. One of the volunteers at the school was collecting the strawberries to make jam to present back to the children later in the year.

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.***

The member of public present asked for the Council's help following an incident that his partner's Scooter which was brand new had been stolen from his front drive, ridden around and then burnt out and dumped, this had left her no transport to get to her job as a carer and in debt. Craig Rivett ESC would see what help if any the district council could offer. It had been reported to the police who seemed less than helpful. A discussion then ensued around the increase in Anti Social Behaviour since Lock-down and it was decided that the clerk would write to Inspector Nick Aitken and ask for a virtual meeting to discuss this and other issues. The Chair and Vice-chair and Ian Castro from IMPACT would attend if he agreed to this and report back next month.

7. To agree payments for June 2020. List to be circulated prior to meeting

Spend v budget circulated

Bank Statement for May presented and signed

It was RESOLVED by all that all 7 cheques totalling £2310.88 and 3 direct debits totalling £204.42 be paid

Income of £6585.00 – a grant from Groundwork for Neighbourhood plan £99.66 allotment rents

8. To confirm that in line with section 151 of the Local Government Act 1972 the Responsible Financial officer for 2020/2021 is the clerk and will be responsible for the financial administration of the authority.

It was RESOLVED by all that the clerk will be the RFO.

8. To confirm receipt of internal audit back from SALC discuss and confirm that the recommendations of missing policies had been addressed.  
Internal audit circulated and councillors were happy that the missing policies had been addressed.
9. To confirm notice of public rights of unaudited annual governance and accountability return 6<sup>th</sup> July – 14<sup>th</sup> August 2020 and to confirm that the external audit information had been submitted to the external auditors PKF Littlejohn LLP
10. Governance – Policies and Procedures to Review and Agree
  - a) Policy for dealing with Subject Access Request
  - b) Policy for dealing with Data Breaches
  - c) Standing Orders

Councillor Tyler had queried Standing Orders item 13 e wording which had been changed to “A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final”

It was RESOLVED by all to accept the policies and Standing Orders

11. To discuss the newsletter  
It was decided the next newsletter would be produced in the Autumn giving groups and schools time to get back after Covid-19. This would be done online and posted onto the website and Facebook page, posted up in the noticeboards and some printed on non-shiny paper by the clerk to put in local shops and her office. Clerk to send the Kessingland Newsletter to Kayleigh to use this format. At some point in the future a survey would be held to ask about the new format and how useful people found it.
12. To update council, discuss and agree actions for the Neighbourhood Plan including the proposed Biodiversity Survey by Suffolk Wildlife Trust – Localism Act 2011 Sch 9; Town & Country Planning Act 1990, s.61  
It was RESOLVED by all that the Biodiversity Survey should be commissioned.
13. To confirm that the Community Centre Committee can go ahead with arrangements to install security fencing and a gate at the front entrance  
The councillors had some questions and would like a representative of the committee at the community centre to attend the next meeting and discuss these
14. To consider a report from Robert Wright (local farmer) about permissive access to some footpaths on Mutford/Carlton Colville border  
Clerk to send the information she had received to the SCC's to discuss with development and regulations committee and report back
15. To review and agree any comments for submission on the proposed LGA model Member Code of Conduct.  
Members had read the document and had no comments for submission
16. To discuss the question of cutting back along the boundary of 2 Ranville  
Clerk to contact East Suffolk Norse about a site visit to inspect this area with a view to cutting back and also to look at a tree that had branches overhanging

17. To consider the following Planning Application:  
Planning Application Number: DC/20/2267/FUL  
Proposal: Single Storey Rear Extension  
Address: 46 Poplar Road  
Recommend: It was RESOLVED by all to approve.
  
18. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda  
Send Congratulations to Carlton Colville Primary School on their recent Ofsted Outstanding grading  
The Waste Bin on Grove Road/Ashburnham Way needs replacing  
Check the Waste bin has been replaced at Ribblesdale Bus Stop  
Put item on agenda about Free Cigarette Bins
  
19. To close the meeting  
The meeting closed at 20.40

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