



Minutes of Carlton Colville Town Council meeting at Carlton Colville Community Centre, Hall Road, on Wednesday 7th July 2021.

The meeting started at 6.00 pm.

MINUTES

1. **To Note Members Present and to receive apologies for absence**
Present Chair Julie Hall, Vice-chair Jill Tyler, Councillors Clare Varela, Ryan Williams, Chris Thomas, Christine Fair, Paul Radforth, Derek Fletcher, Adam Robertson
Tim Major – East Anglia Transport Museum, David Peek – Allotment Chair
Melanie Vigo DiGallidoro – Suffolk County Council
1 member of public
Apologies: Jenny Ceresa – East Suffolk Council, Ian Castro – IMPACT detached Youth
2. **To receive any declarations of interest regarding the agenda**
None
3. **To consider applications for dispensation**
Not Applicable
4. **To agree and sign the minutes of the Annual Town Council meeting of 5th May 2021 and Town Council meeting 2nd June 2021**
It was RESOLVED by all that these were a true and accurate record and were 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** -Beccles Road Crossing next meeting 14th July. Covid information requested from Councillor Robertson specific to SCC. Clerk to write to Carlton Colville Primary School to confirm about car park arrangements at lunchtime in September
 - b. **East Suffolk Councillors** – not present
 - c. **Patients Participation Group at Rosedale Surgery** – no report. Questions were raised about the availability of face to face appointments with doctors - Councillor Radforth to raise at next meeting. Councillor Robertson would like to extend thanks to volunteers involved with Covid vaccinations.
 - d. **IMPACT Detached Youth** – not present reports circulated
 - e. East Anglia Transport Museum – Museum open 3 days a week shortly moving to 4, visitor numbers creeping up.
 - f. **Allotments** – Meeting 20th June good turnout. Brief minutes were delivered. Water supply, Wheelie Bin, rubble by the side of the allotments issues were raised to be on agenda for September. Beekeeper asked about a second hive. School going well.
 - g. **Carlton Colville Community Centre** – Report provided

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 issues or questions
7. **To consider the sign off of the 1st draft of the Neighbourhood plan before 6 week public consultation**
It was RESOLVED by all to agree to the sign off the Neighbourhood plan before public consultation.
8. **To agree payments for June 2021. List to be circulated prior to meeting**
It was RESOLVED by all to pay all 8 online payments totalling £6745.32 and 3 direct debits totalling £163.19 – Receipts - £4025.00 Groundwork – grant for Neighbourhood Plan Spend v budget circulated
Bank Statement and reconciliation for May and June were duly signed
To confirm that Clare Varela can be added as a signature to the bank account online
It was RESOLVED by all that Clare Varela could be added as a signatory
To confirm that July's payments can be agreed by email as no meeting in August
It was RESOLVED by all to agree payments for July via email and this to be an amendment to Standing Orders
9. **To review and agree the Financial Regulations**
The clerk requested this be postponed until September as she had noticed new information that wasn't included in a recent publication.
10. **To consider any plans for the Queens Platinum Jubilee 2nd – 5th June 2022**
Tim Major to raise at next meeting of East Anglia Transport Museum and feedback. A working party to be formed led by Councillors Chris Thomas & Jill Tyler. Clerk to put on Facebook to gain ideas and interest from the public
11. **To feedback on meeting with Diana Moore – Lowestoft Heritage Days**
Clerk had meeting with Diana and shared new Vicar's details for possible use of the church and also supplied a Millennium book and agreed to promote September's events.
12. **To consider a donation to Grove Primary School Library following flood damage - Local Government Act 1972 Section 137 (The Friends of Grove County Primary School)**
It was proposed by Councillor Tyler, seconded by Councillor Fair and RESOLVED by all to donate £500
13. **To consider any actions needed for Carlton Colville Community Centre**
After a report provided by the chair about what the options were it was decided to concentrate Town Council efforts on Carlton Colville Community Centre moving forward. Clerk to talk to Andy Crisp about this.

14. **To review the Building Survey received from OA Chapman on Bloodmoor Community Centre and agree next steps including who will be responsible for the day to day running of the project and any staff associated with this.**

It was proposed by Councillor Williams, seconded by Councillor Varela and agreed by 6 councillors not to proceed with Bloodmoor Community Centre. 1 Councillor abstained. It was RESOLVED by all to contact the potential trustees that were proposed for Bloodmoor Community centre to see if they were prepared to work with Carlton Community Centre trustees going forward.

15. **Governance:**

a) To agree the updated Statement of Internal Control
b) To agree the new Reserves policy (following recommendations from Internal Audit)
It was RESOLVED by all to agree both policies.

16. **To consider the additional costs and community consultation response on the Friendly Bench and sign the Draft Lease**

It was RESOLVED by all to sign the Draft Lease. Next steps to have a site meeting with carpenter, groundworks and allotment chair. It was suggested to call this the Queens Jubilee Bench to tie in with item 10.

17. **To agree the purchase of Councillor Lanyards cost around £15 each**

It was RESOLVED by all to purchase Lanyards to have the Carlton Colville Logo included

18. **To discuss where to hold Town Council meetings from September onwards**

Possible venues were area in pre-school at Community Centre, Scout Hut and then potentially Methodist church is Scouts take this over.

19. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**

Councillor Thomas extended his Thanks for litter pick turnout of the public and Councillor Ryan Williams for assisting. It was a great success and a further one would be planned.
Community Partnership update to be put as an agenda item
Request to Councillor Rivett for update on the Graylings
Planning matters on agenda for September but agreed to carry on delegated powers until then

20. **To close the meeting**

Meeting closed at 7.30 pm

Signed.....

Date.....