



Minutes of Carlton Colville Town Council **Annual** meeting on Wednesday 5<sup>th</sup> May 2021 Online via Zoom.

The meeting started at 7.10 pm

## MINUTES

- 1. Election of Chairman of the Town Council 2021/22**  
**Chairman's declaration of acceptance of office to be completed**  
It was Proposed by Jill Tyler, Seconded Paul Radforth and RESOLVED by all to elect Julie Hall as the Chairman for 2021/22. No other nominations were received. The declaration was signed.
- 2. Election of a Vice-Chairman of the Town Council 2021/22**  
**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 for 2021/22. 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**  
Present: Chair Julie Hall, Vice Chair Jill Tyler, Councillors Paul Radforth, Ryan Williams, Clare Varela, Christine Fair, Derek Fletcher  
Suffolk County Councillor – Craig Rivett East Suffolk Councillor – Jenny Ceresa  
David Peek Allotment Chair  
Ian Castro – IMPACT Detached Youth  
Apologies Chris Thomas, Adam Robertson  
Apologies Melanie Vigo DiGallidoro
- 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 – Jill Tyler, Paul Radforth, Derek Fletcher  
Finance and Personnel – Julie Hall, Christine Fair, Clare Varela  
Neighbourhood Plan – Ryan Williams, Jill Tyler  
Carlton Colville Community Centre – Christine Fair, Clare Varela  
Bloodmoor Community Centre – Julie Hall, Chris Thomas, Ryan Williams  
East Suffolk Community Partnership – Chris Thomas

8. **To review terms of reference for Planning committee and Finance and Personnel Committee**

It was RESOLVED by all to accept these terms of reference

9. **To approve and sign the minutes of the Town Council meeting 7<sup>th</sup> April 2021**

It was RESOLVED by all that these were true and accurate 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 11 .**

a. **Suffolk County Councillors** – Gullwing Bridge 1000 tons of concrete has been broken up and will continue with the next phase of blocking off Durban Road. Flood defences around Kirkley stream are almost complete. The next flood defences to start is the Tidal Wall it has been suggested to put boards up informing the public of why there may be traffic hold ups associated with this. Councillor Craig Rivett thanked Carlton Colville Town Council on behalf of himself and Councillor Melanie Vigo DiGallidoro for the working partnership over the last 4 years and in turn Chair Julie Hall expressed thanks on behalf of the Town Council for all the hard work and support Craig and Mel had given and how much had been moved forward during their term of office.

b. **East Suffolk Councillors** – Councillor Jenny Ceresa gave an overview of the Community Partnership of which the next meeting is 12<sup>th</sup> May.

Councillor Rivett was disappointed that virtual meetings were not given the go ahead to continue. The assets team were still working on The Graylings land ownership.

c. **Patients Participation Group at Rosedale Surgery** – next meeting potentially 11<sup>th</sup> May.

d. **IMPACT Detached Youth** – been out and checked the brick bus shelter after reports from ESC of people urinating there. Ian found the shelter to be quite tidy and no signs or smell of urine will monitor. Request for rounder's/football pitch for summer holiday at Dale End passed to Gisleham parish council along with wish list for play area copied into ESC. An issue with young children on electric scooters riding on the skate park had been reported.

e. **East Anglia Transport Museum** – not present

f. **Allotments** – Hopefully starting at the school next week. Derek Fletcher had been to inspect Borrow Close and all was good. The new generator had been well received.

g. **Carlton Colville Community Centre** – no meetings had taken place.

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.***

No members of the public present.

12. **To agree payments to be made for April 2021**

List was circulated prior to meeting

It was RESOLVED by all to pay all online payments totalling £2901.73 7 payments.

Spend v budget was circulated

Receipts for April: Allotment rent £559.68, HMRC £931.45 VAT quarter 4, East Suffolk Council – CIL £415.76, East Suffolk Council – grant for allotment generator £330.00

1<sup>st</sup> instalment of Precept from East Suffolk Council £29205.78

13. **To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2020/21**

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 external auditor.

14. **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 and also to seek agreement of Town Council to support Bungay Town council letter to MP to be able to carry on virtual meetings.**

It was RESOLVED by all to have the Town Council meetings on the first Wednesday of each month apart from August. The meeting in June would be held at Carlton Colville Community Centre and in July at Carlton Colville Primary School. September onwards the venue needed to be confirmed. The letter of support was no longer valid as government had ruled against virtual meetings continuing.

15. **Carlton Colville Town Council resolves that from 5<sup>th</sup> May 2021 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, adopt the General Power of Competence.**

It was RESOLVED by all to continue to adopt the General Power of Competence.

16. **Corporate Governance**

**To approve governance documents for 2021/22**

- a. **Standing Orders**
- b. **Councillors Expenses Policy**
- c. **Safeguarding Policy**
- d. **Retention & Disposal Policy**
- e. **Information & Data Protection Policy**

It was RESOLVED by all to accept all governance documents

17. **To confirm arrangements for insurance cover in respect of all insured risks**

The clerk confirmed that Parish Protect Insurance was in place arranged through Community Action Suffolk. At the recent Internal Audit it was confirmed that the levels of cover for Public Liability, Employers liability and Fidelity cover are met.

18. To discuss the following planning applications and matters received:

a) Planning Application: DC/21/1832/FUL (previously DC/20/4244/FUL)

Proposal: Single Storey Extension, Adjustments to Boundary wall/fence Additional parking space

Address: 9 Chislehurst Road

Recommendation: Approval of the of the 1 metre extension not as the description states above.

b) Planning Application: DC/21/1817/FUL

Proposal: Two Storey Front Extension plus enlargement of Garage

Address: 7 Anchor Way

Recommendation: Refusal possible impingement of parking onto path and loss of parking area in an already tight for parking space

c) Planning Application: DC/21/1578/FUL

Proposal: Demolition and alterations of existing building. Remove and install new Roof tiling.  
Extension to existing building

Address: 20 Rushmere Road

Recommendation: Approval

**d) To consider a request from 2<sup>nd</sup> Carlton Colville Scouts to support an application to change the current Den into residential use following their intention to purchase the Methodist Church as new premises.**

It was RESOLVED by all to support the change of use back to residential and wish them success in their new location.

**e) To give an update on the Neighbourhood Plan progress**

It was hoped that the draft plan to go out to public consultation would be ready for the next town council meeting to sign off. The various stages would carry on throughout this year with the hope of going to referendum in spring 2022. The town council expressed their thanks to Julian Rogers for the extreme hard work and effort he has put into this so far.

**19. To agree a date for a community litter pick**

It was RESOLVED by all to agree at budget of £100 under Localism Act 2011 and SI 965 to provide litter picking equipment that did not need to be returned for use on a community litter pick. Councillor Chris Thomas to co-ordinate this.

**20. To inform Town council of the Summer Activities for Children in August subject to Covid restrictions**

The clerk had met with GoGeronimo and ESC to agree 4 sessions on Wednesday's in August to be held in Carlton Meadow Park.

**21. To propose and agree to commission an independent Building Survey to be carried out on Bloodmoor Community Centre prior to agreeing any lease with East Suffolk Council**

It was RESOLVED by all to commission a building survey to be carried out

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

None

**23. To close the meeting**

The meeting closed at 20.39

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