



Minutes of the Carlton Colville Town Council **Annual** meeting on Wednesday 4<sup>th</sup> May 2022 at Carlton Colville Primary School, Gisleham Road, NR33 8DG.  
The meeting started at 7.00 pm

## MINUTES

**1. Election of Chairperson of the Town Council 2022/2023**

It was Proposed by Clare Varela, Seconded Paul Radforth and RESOLVED by all to elect Julie Hall as the Chairperson for 2022/23. No other nominations were received. The declaration was signed.

**2. Election of a Vice-Chairperson of the Town Council 2022/2023**

It was Proposed by Julie Hall, Seconded by Chris Thomas and RESOLVED by all to elect Racheal Arnott as the Vice-Chairperson for 2022/23. 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**

Present: Chair Julie Hall, Vice Chair Rachael Arnott, Clare Varela, Derek Fletcher, Paul Radforth, Jill Tyler, Chris Thomas  
Suffolk County Councillor Melanie Vigo DiGallidoro, Chair of Allotments – David Peek, East Anglia Transport Museum – Tim Major  
Members of the Public: 3  
Apologies: Councillors Adam Robertson, Ryan Williams

**5. To receive any declarations of interest regarding the agenda**

None

**6. To consider applications for dispensation**

N/A

**7. Appointment of representatives to the following committees:**

Planning – Paul Radforth, Derek Fletcher, Rachael Arnott, Adam Robertson  
Finance and Personnel – Julie Hall, Clare Varela, Rachael Arnott  
Neighbourhood Plan – Paul Radforth  
Carlton Colville Community Centre – Clare Varela, Ryan Williams  
East Suffolk Community Partnership – Chris Thomas  
Allotments – Derek Fletcher  
Community Engagement Group – Rachael Arnott

**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 RESOLVED by all to accept these terms of reference

**9. To approve and sign the minutes of the Town Council meeting 6<sup>th</sup> April 2022**

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 – SCC not putting up 16+ travel costs with the cost of living crisis. Grant from government not successful for bus services. Question from Councillor Chris Thomas about speeding on Castleton Avenue not enforced because of signage issues – clerk to take PC Chris Pallett.

b. East Suffolk Councillors – not present

c. Patients Participation Group at Rosedale Surgery – report circulated

d. IMPACT Detached Youth – not present. Dale End needs investigating.

e. East Anglia Transport Museum – Report Circulated

f. Allotments – Meeting to be called to allocate jobs. School going very well during and after school

g. Carlton Colville Community Centre – report circulated

h. Community Kitchen and Wildlife Garden - The next dates are Saturday 28<sup>th</sup> of May building some benches/ picnic benches and planting up the remaining beds. Then possibly Wednesday the 1<sup>st</sup> of June. Storytelling chair hopefully installed then. Good progress so far, lots of volunteers to set up the orchard and raised beds.

**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.***

Members of the public came to express their concerns about the Queens Jubilee Bench in that is being erected in Rounces Lane. The chairperson assured them the Town Council would monitor any issues and encourage them to report any Anti-social behaviour to the police.

**12. To agree payments to be made for April 2022**

List circulated prior to meeting

It was RESOLVED by all to agree all 10 online payments totalling £9862.32 and 2 direct debits for £83.83 – Receipts for April = Allotment Rent £520.54, CIL for £146.86, VAT quarter 1 £1020.22

1<sup>st</sup> Half of precept received from East Suffolk Council £28887.19

Spend v budget circulated

It was RESOLVED by all that Chris Thomas should become a Signatory on NatWest Bankline account

**13. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2021/22**

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**

It was agreed that meetings would remain the same at 7 pm the first Wednesday of each month except August when there would be no meeting. A watershed for 9 pm was agreed. The meetings would be at Carlton Colville Primary School except June 2022 which would be at the Community Centre and may change to the former Methodist Church if became available.

**15. Carlton Colville Town Council resolves that from 4<sup>th</sup> May 2022 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 2022/23**

- a. Standing Orders – description would be changed to Chairperson and remove he pronouns
- 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 but was noted that the property cover of £50,000 needed to be checked was adequate

**18. To consider updated plans for Queens Platinum Jubilee 2<sup>nd</sup> June 2022**

Messy Church are now going to be making the Crowns on the day so book tokens can be offered as prizes. Raffle donations needed from local businesses – Councillors to source and bring on the day. Julie and Jill to organise bunting to decorate picnic area. Still awaiting bus timetable from transport museum. A reminder for public to bring cash to be put on Facebook.

**19. To agree wording for plaque for Queens Jubilee Bench**

It was agreed the wording should be 'Queens Diamond Jubilee Bench' Donated by Carlton Colville Town Council. "A place for Friendship and Reflection"

**20. To consider plans received for Matlock Dale Play area**

It was RESOLVED by all to agree the plans and hopefully get it completed by the end of the year.

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

Community Partnership funding rounds restarting soon, consider projects for the community centre to be put forward for funding.  
Councillor Adam Robertson wanted it noted that the Dragonfly unit part of the Norfolk and Suffolk Mental Health Trust had deteriorated as per reported by the CQC  
Thank you card from Mr and Mrs Miles received.

22. **To close the meeting**  
Meeting closed at 8.30pm

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