



Minutes of Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 5th November 2025.

The meeting started at 7.00 pm

MINUTES

A minutes silence will be held prior to the commencement of the meeting to remember Councillor Melanie Vigo DiGallidoro and all the wonderful help and support she gave to us and our community.

1. **To Note Members Present and to receive and approve apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Clare Varela, Adam Robertson, Ryan Williams, Derek Fletcher, Paul Radforth, Sarah Chadwick, Luke Davison
East Suffolk Councillor Letitia Smith. Chair of Allotments David Peek
Members of the public
Apologies Received and approved for absence: Vice Chairperson Julie Hall, Councillor Chris Thomas. East Suffolk Councillor Myles Scrancher, Suffolk County Councillor Peter Byatt, Tim Major East Anglia Transport Museum
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 Town Council meeting of 1st October 2025**
It was RESOLVED by all that these were true and accurate and they 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 – not present but updates are Beccles Road Crossing progressing. After full council meeting an objection was lodged re the Norwich to Tilbury pylon proposal.
 - b. East Suffolk Councillors – Report received from Letitia and update on funds spent Warmer Home Grant available information to follow. Tension in The Dales following Halloween. East Suffolk Anti-Social Behaviour Team to get involved. Clerk to contact police re next year and have a better plan.
 - c. East Anglia Transport Museum – not present
 - d. Allotments – Try and query the grant for the water extension. Lowestoft in Bloom awards: Special Achievement, Gold Cup best vegetable and herb garden + other awards. Councillor Robertson proposed many thanks to David Peek, his sister and Councillor Sarah Chadwick for all you do for the school and the children.

- e. Carlton Colville Community Kitchen and Wildlife Garden – report circulated
- f. Carlton Colville Community Centre – Minutes circulated

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 Chairperson regarding local concerns. Each question will be allocated 3 minutes. Where possible the Chairperson will respond but matters may have to be deferred and placed on a later month's agenda for discussion.

None present

7. To agree payments for October 2025

List circulated prior to meeting

It was RESOLVED by all to pay all 11 online payments totalling £3305.84 and 2 direct debits totalling £ 84.30

Receipts of £174.26 Quarter 2 VAT refund, £5000 Suffolk County Councillors towards play area refurbishment, £1435.60 CIL from ESC

Spend v budget circulated

Bank Statement and reconciliation for September were duly signed

8. To resolve that – In accordance with section 85(1) of the Local Government Act 1972, the Council approves the reason for absence submitted by Councillor Julie Hall on compassionate grounds due to family illness and caring responsibilities and grants a dispensation for the absence from meeting until May 2026, to be reviewed after that date if needed.

It was RESOLVED by all to approve the motion.

9. a) To agree to remove Councillor Julie Hall as a signatory and replace with Councillor Luke Davison

It was RESOLVED by all to add Luke Davison as a signatory

b) To agree to a new member(s) of the Finance and Personnel Committee due to extenuating circumstances where Councillor Julie Hall cannot fulfil this role at present.

Councillor Adam Robertson agreed to be part of the committee meeting 19th November 6.30 pm

10. To Consider the following Planning Application

Planning Application: DC/25/3799/FUL

Address: 364 Beccles Road

Proposal: Bungalow, garage, parking and amenity space

Recommendation: Support

11. To agree that Suffolk Cloud be appointed to ensure Website Accessibility is compliant with Assertion 10 Regulations - £750 per year. An initial report has been completed in line with recommendation from Internal Audit.

It was RESOLVED by all to appoint Suffolk Cloud to carry out this duty

12. To adopt a new IT policy in line with Assertion 10

It was RESOLVED by all to adopt this policy

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

Councillor Varela attended a community cohesion meeting with the MP. More information to be shared down the line.

14. To close the meeting

The meeting closed at 19.45

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

DRAFT