



Minutes of Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 1st October 2025.

The meeting started at 7.00 pm.

MINUTES

1. **To Note Members Present and to receive and approve apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Paul Radforth, Derek Fletcher, Sarah Chadwick, Chris Thomas, Adam Robertson, Clare Varela 7:13 pm
East Suffolk Councillor – Letitia Smith. Suffolk County Councillor Peter Byatt.
Members of public 1
Chairperson of Allotments David Peek. Tim Major East Anglian Transport Museum
Apologies received and approved by: Vice Chairperson Julie Hall, Councillors Luke Davison, Ryan Williams
East Suffolk Councillor Myles Scrancher. Suffolk County Councillor Melanie Vigo DiGallidoro.
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 3rd September 2025**
It was RESOLVED by all that these were true and accurate 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 – Highways issues to be taken to full council meeting.
 - b. East Suffolk Councillors – Call for land issued for update on Local Plan.
 - c. East Anglia Transport Museum – Heritage open day very successful. London weekend also very busy.
 - d. Allotments – Thanks to Letitia for help staining the shed at Borrow Close. School help has increased so very much appreciated.
 - e. Carlton Colville Community Kitchen and Wildlife Garden – Pond will become a rockery and a smaller pool. Raised beds to be decided for next year with what varieties to plant.
 - f. Carlton Colville Community Centre – AGM had taken place.
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.

7. To agree payments for September 2025

List was circulated prior to meeting

It was RESOLVED by all to pay all 8 online payments totalling £4826.37 and 3 direct debits totalling £189.65

Receipts of 2nd half of precept from East Suffolk Council £30,800 and £2402 grant for the Men's shed

Spend v budget circulated

Bank Statement and reconciliation for August duly signed

8. To confirm Insurance arrangements are in place

The clerk confirmed that the insurance had been renewed with minor tweaks to coverage through Ansvar insurance which Community Action Suffolk Business services arranged, there had been an increase in premium. The arrangements were considered adequate in this year's Internal Audit report.

9. To consider a grant application by Suffolk Accident Rescue Service (SARS)

This was discussed and it was decided that a grant would not be issued.

10. To confirm arrangements for Remembrance Day

It was agreed that Derek Fletcher would lay the wreath at the service of remembrance at the South Pier on 9th November. The clerk would purchase a poppy wreaths from Royal British Legion.

11. To record the conclusion of the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2025 – report from external auditor PKF Littlejohn LLP

It was reported that Sections 1 & 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met. The Notice of conclusion of audit had been posted.

12. To discuss upgrading BT package to Full Fibre and costs involved

The current term of contract was coming to an end. BT suggested upgrading to Full fibre as this was now available. Councillor Williams who works for BT said that the coverage would be far better with quicker speeds for uploading and downloading. The cost would be around £9 extra per month. It was RESOLVED by all that we would upgrade the contract.

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

Inaugural meeting of the Men's shed was a success with over 35 attendees. Next meeting 9th October.

14. To close the meeting

Meeting closed at 7.41 pm

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