



NOTICE OF MEETING

Minutes of the Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 3rd June 2026.

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, Vice Chairperson Sarah Chadwick, Councillors Derek Fletcher, Chris Thomas, Ryan Williams, Julie Hall, Clare Varela, Luke Davison, Paul Radforth
Suffolk County Councillor June Mummery, East Suffolk Councillor Letitia Smith
Members of the public: 3
Apologies received and approved from Councillor Adam Robertson
2. **To receive any declarations of interest regarding the agenda**
Chris Thomas declared an interest at item 13 as he is involved in setting up the New Men's Shed building.
3. **To consider applications for dispensation**
It was decided Chris Thomas could stay for the discussions but not vote on the motion
4. **To agree and sign the minutes of the Annual Town Council meeting of 6th May 2026**
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 Councillor – Hall Road 'coal mine' will be investigated following monies secured. School Dentists are trialling to come back
 - b. East Suffolk Councillors – Report circulated, Bins still an issue with non-receipt of the new bins on the Dales estate.
 - c. East Anglia Transport Museum – Open 3 days a week, slight drop off of visitor numbers
 - d. Allotments – Water works now complete, New padlock purchased. School progressing with lots growing
 - e. Carlton Colville Community Kitchen and Wildlife Garden – Picnic bench vandalised and has been reported to the police and East Suffolk Communities team
 - f. Carlton Colville Community Centre – Minutes of meeting 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.

7. To agree payments for May 2026

List was circulated prior to meeting

It was RESOLVED by all to pay all 10 online payments totalling £8766.92 and 3 direct debits totalling £143.73

Receipts: Allotment rents £250.95 Refund for faulty chair for community centre £15.54

Spend v budget circulated

Bank Statement and reconciliation for April were signed

8. To agree the Financial Regulations for 2026 including the NALC advice note (Feb 2026)

It was RESOLVED by all to agree these

9. To confirm the receipt of the Internal Audit back from SALC and the recommendations to be noted

Comments received about reviewing Reserves policy and Financial Regulations completed this meeting. It was noted that any grants given out in the year to be documented on website. An update of the website accessibility statement had been requested to the provider.

10. To agree the Statement of Internal Control 2026/2027

It was RESOLVED by all to agree this

11. To review and agree the updated version of the Reserves Policy following Internal audit recommendation

It was RESOLVED by all to agree this

12. To review and agree the Data Protection policy

13. To consider a grant to the Carlton Colville Men's Shed towards their new structure

It was proposed by Councillor Hall and seconded by Councillor Fletcher to issue a grant of £200

14. To consider a grant to the East Anglia Transport Museum

It was proposed by Councillor Radforth and seconded by Councillor to issue a grant £500 and thanked them for the provision of the bus and parking for the community event on 6th June

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

An email had been received regarding the Public consultation of the Land North of Beccles Road with the potential of building 450 homes. The clerk had contacted East Suffolk Council and the developer to arrange a private meeting.

16. To close the meeting

Meeting closed at 19.55

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