



NOTICE OF MEETING

Town Councillors are summoned to attend the Carlton Colville Town Council **Annual** meeting on Wednesday 5th May 2021 Online via Zoom. The meeting will start at 7.15 pm (following the Annual meeting of the parish). At 9.30 pm there will be a watershed and, if agreed the meeting will continue but it will carry on no later than 10.00 pm.

Members of the public are welcome to observe the meeting, however attendance must be within an appropriate location i.e not a public house or grounds. Please submit comments regarding any item in advance to the clerk.

Join Zoom Meeting

<https://us02web.zoom.us/j/89935728281?pwd=aVhZT3FiR2lEdHdnRUsrRIJhTVUvQT09>

Meeting ID: 899 3572 8281

Passcode: 102665

Clerk *Alison Ayers*

Date 27th April 2021

AGENDA

1. Election of Chairman of the Town Council 2021/22
Chairman's declaration of acceptance of office to be completed
2. Election of a Vice-Chairman of the Town Council 2021/22
Vice-Chair's declaration of acceptance of office to be completed
3. To appoint a Responsible Financial Officer (RFO)
4. To Note members present and to receive any apologies for absence and note them
5. To receive any declarations of interest regarding the agenda
6. To consider applications for dispensation
7. Appointment of representatives to the following committees:
Planning
Finance and Personnel
Neighbourhood Plan
Carlton Colville Community Centre
Bloodmoor Community Centre
East Suffolk Community Partnership

8. To consider and adopt new terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee
9. To approve and sign the minutes of the Town Council meeting 7th April 2021
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
 - b. East Suffolk Councillors
 - c. Patients Participation Group at Rosedale Surgery
 - d. IMPACT Detached Youth
 - e. East Anglia Transport Museum
 - f. Allotments
 - g. Carlton Colville Community Centre
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.
12. To agree payments to be made for April 2021
List to be circulated prior to meeting
March's bank statement and reconciliation to be signed
Spend v budget circulated
13. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2020/21
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.
15. Carlton Colville Town Council resolves that from 5th 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.
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
17. To confirm arrangements for insurance cover in respect of all insured risks
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

b) Planning Application: DC/21/1817/FUL
Proposal: Two Storey Front Extension plus enlargement of Garage
Address: 7 Anchor Way

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

d) To consider a request from 2nd 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.

e) To give an update on the Neighbourhood Plan progress

19. To agree a date for a community litter pick
20. To inform Town council of the Summer Activities for Children in August subject to Covid restrictions
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
22. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda
23. To close the meeting