



Minutes of Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 3rd December 2025.

The meeting started at 7.00 pm.

MINTUES

1. **To Note Members Present and to receive and approve apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Clare Varela, Ryan Williams, Chris Thomas, Derek Fletcher, Paul Radforth, Sarah Chadwick, Luke Davison
East Suffolk Councillor Letitia Smith,
East Anglia Transport Museum Tim Major, Allotment Chairperson David Peek
Members of the public: 3
Apologies received and approved for absence: Councillors Julie Hall, Adam Robertson, Ryan Williams East Suffolk Councillor Myles Scrancher Suffolk County Councillor Peter Byatt
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 5th November 2025 and the Finance and Personnel Committee Meeting 19th November 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 – Not Present
 - b. East Suffolk Councillors – A report was provided. Councillors Smith visited Men's Shed.
 - c. East Anglia Transport Museum – Ride the lights next 3 weekends. Park and ride service from the Co-op. Works ongoing at the museum Lowestoft Tram Cart being rewired. 100 trees donated from the Woodland Trust.
 - d. Allotments – Quiet at Borrow Close. School ongoing with tidying up etc.
 - e. Carlton Colville Community Kitchen and Wildlife Garden – Very quiet due to the weather. Collected bulbs donated from East Suffolk.
 - f. Carlton Colville Community Centre – report 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.

Gemma Fraser from East Suffolk Council and gave an update on anti social behaviour particularly around the Dales at Halloween. A plan for youth workers to be present next year to be discussed nearer the time.

7. To agree payments for November 2025

List was circulated prior to meeting

It was RESOLVED by all to pay all 7 online payments totalling £6151.98 and 2 direct debits totalling £79.42

Spend v budget circulated

Bank Statement and reconciliation for October were signed

8. To discuss recent flooding

Many reports had been put on the Suffolk County Council reporting tool about Secret Corner and works had supposedly happened on 28th November although no one was sure what this consisted of. Councillor Byatt of Suffolk County Council had been informed but was not present at the meeting.

9. To agree a donation to Pakefield Church in memory of Councillor Melanie Vigo DiGallidoro in memory of a public figure who served community and was an active member of the church – General Power of Competence Local Government Act 2011, SS1-8 for the benefit of community.

It was proposed by Councillor Fletcher and Seconded by Councillor Varela to donate £250 to Pakefield church for community use.

10. To approve the budget/reserves and precept request for 2026/2027 from East Suffolk Council

It was proposed by Councillor Varela and Seconded by Councillor Arnott and RESOLVED by all to agree the budget figure of £57,635 and request a precept from East Suffolk Council of £64,680 an inflationary rise. This would result in a Band D property being charged £24.11 an increase of 5.4%. It was also RESOLVED by all that the earmarked funds/reserves shown below could be moved during the year to allow for changing priorities and circumstances. In line with the Reserves policy it was agreed to hold 1 year's precept as a Reserve.

Earmarked

Skate lessons/Childrens Activities	5000
Community Garden	647
Play area at Community Centre	1500
Community Centre Investment	46050
Election Costs	5000
Community Event	5000
School Allotment	1178.86
Mens shed	0
Benches for Carlton Meadow	5000
Allotment Water Supply	2000
Community Outreach	2000
Staplehurst Close play area	25000
Total	98375.86

- 11. To agree that the new National Joint Council figures for the clerks salary will be backdated to April 2025 as per her contract**
It was proposed by Councillor Arnott and seconded by Councillor Varela and RESOLVED by all that the clerks salary increase should be applied from 1st April 2025
- 12. To review and agree the updated Model Publication Scheme**
It was RESOLVED by all to agree the update
- 13. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
The new play area at the community centre would be opened 11th December at 10.30 am
Litter pick in February date to be decided.
- 14. To close the meeting**
Meeting closed 19.40

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