



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

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 Derek Fletcher, Sarah Chadwick, Luke Davison, Paul Radforth, Adam Robertson, Chris Thomas, Clare Varela, Ryan Williams
Suffolk County Councillor Peter Byatt, East Suffolk Councillors Letitia Smith, Myles Scrancher. Chairperson of Allotments David Peek.
Members of public 1
Apologies received and approved from Tim Major East Anglian Transport Museum, Vice chairperson Julie Hall
2. **To receive any declarations of interest regarding the agenda**
Councillor Thomas declared an interest at item 11 as he had been involved in setting up the Men's Shed
3. **To consider applications for dispensation**
The interest was non pecuniary and he was invited to give an update.
4. **To agree and sign the minutes of the Town Council meeting of 2nd July 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 – Update given with not so many meetings in August
 - b. East Suffolk Councillors – 2 Grant Schemes still available Warm welcomes closing 12th September, Communities building grants closing 23rd September.
 - c. East Anglia Transport Museum – Museum had been busy all summer.
 - d. Allotments – No issues. School ongoing with 2 harvest days. Thanks to Councillor Chadwick for all her help. Another volunteer also found.
 - e. Carlton Colville Community Kitchen and Wildlife Garden – Anti-social behaviour again around the water butt tap. Fruit is ready to pick.
 - f. Carlton Colville Community Centre – No meeting in August
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 July and August 2025

Lists were circulated prior to meeting

It was RESOLVED by all to pay all 5 online payments for July totalling £2350.15 and 2 direct debits totalling £90.01

It was RESOLVED by all to pay 2 online payments for August totalling £1863.02 and 2 direct debits totalling £89.56

Receipts received of £372.00 from Suffolk County Council a refund of legal charges, £20,952.98 grants from East Suffolk Council for play equipment at the community centre

Spend v budget circulated

Bank Statement and reconciliation for June and July were signed

8. To adopt changes to the Internal Control Statement as issued by SALC to include the governance requirements for Assertion 10

It was RESOLVED by all to adopt these changes

9. To consider a grant application by Citizens Advice East Suffolk

It was Proposed by Councillor Thomas, Seconded by Councillor Robertson to donate £500 following the very informative grant application.

10. To propose to have a Food and Drink Fayre on Saturday 6th June 2026 at Carlton Colville Community Centre

The clerk gave a report on this and the Council agreed it would be a great community event.

11. To confirm that the Town Council will hold the new Men's Shed grant and issue payments for 6 months from September 2025

The Council confirmed they were happy with this arrangement. Thanks to Letitia Smith and Myles Scrancher of East Suffolk Council for funding and Myles and Adam Robertson for leaflet delivering if anyone else can help contact ChrisThomas.

12. To confirm the meeting had taken place with East Suffolk Services and their contractors to finalise plans for the refurbishment of Community Centre play area

The plans had been finalised and a start date of November is expected where the playground will be closed for approximately 4 weeks.

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

Clare had been invited for a visit to the former Post office site in Lowestoft which will become a very exciting arts venue for young people.

14. To close the meeting

The meeting closed at 7.44 pm

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