



Minutes of the Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 2<sup>nd</sup> September 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 Clare Varela, Derek Fletcher, Chris Thomas, Paul Radforth, Adam Robertson, Julie Hall  
East Suffolk Councillors Myles Scrancher, Letitia Smith,  
Members of the public: 3  
Apologies or absence received and approved: Councillors Luke Davison, Ryan Williams  
June Mummery Suffolk County Councillor
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 1<sup>st</sup> July 2026**  
It was RESOLVED by all that these were a true and accurate record 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 however there had been a meeting with the Chairperson, clerk and June Mummery the previous week but no updates on the Coal Mine had been progressed.
  - b. East Suffolk Councillors – A spike in anti-social behaviour over the summer especially e bikes and scooters. Travellers moved off Carlton Meadow park. A question was raised about communities teams talking to affected businesses that have suffered thefts. Opposition of East Suffolk Council suggesting a refund in Council Tax due to the recent new bin roll out will be taken to full Council meeting. Suggestion of a hawk to suppress seagulls next year.
  - c. East Anglia Transport Museum – not present but sent a report saying visitor numbers were slightly up in August
  - d. Allotments – School had a harvest in the summer which was poorer due to the dry conditions. Ongoing maintenance. Inspection due at Borrow Close but no concerns.
  - e. Carlton Colville Community Kitchen and Wildlife Garden – report issued
  - 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.***

A new back is needed for the allotment shed so a price needs to be obtained and forwarded to the clerk

Public governor for James Paget hospital came to introduce himself

7. **To agree payments for July and August 2026**

It was RESOLVED by all to agree all 5 online payments totalling £4058.82 and 2 direct debits totalling £98.23 for July and all 7 online payments totalling £5158.82 and 2 direct debits totalling £97.05 for August

Receipt of £1104.90 VAT return for quarter 1

Lists were circulated prior to meeting

Spend v budget circulated

Bank Statements and reconciliations for June and July were duly signed

8. **To Consider two grant requests**

a) Citizens Advice East Suffolk – It was RESOLVED by all to give a grant of £300

b) Ormiston Families - £300 – It was RESOLVED by all to give a grant of £300

9. **To record the conclusion of the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2026 – 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. It was noted that the AGAR had a minor error that was allowed to be corrected by the auditors. The Notice of conclusion of audit had been posted.

10. **To approve the quote from East Suffolk Services for the installation 2 new waste bins and a picnic bench for the community centre play area**

It was RESOLVED by all to agree the quote received of £2070.58 which East Suffolk Councillors Letitia Smith and Myles Scrancher had now agreed to pay for. Installation will be week commencing 7<sup>th</sup> September 2026.

11. **To discuss the possibility of having some sort of Youth drop in one day after school based around sporting activities following the success of the summer school activities.**

Following talks with the provider and checking the availability of the community centre this was now on hold for the present time. Funding for replacing the MUGA to allow this to happen outside is now being researched.

12. **To consider updating of the website as per information received from Pear space**

It was RESOLVED by all to agree the £150 to update the website.

13. **To consider adopting a policy for Absence and Disqualification**

This was discussed and agreed in principal, however some clarification on the possibility of DBS checking is required by SALC. To be brought back next month.

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

Ranville green space needs cutting back and does Beccles Road/Anchor Way and further along Beccles Road. Bloodmoor Bridge gulleys need to be cleared before heavy rain.

**15. To close the meeting**

Meeting closed 19.55

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

DRAFT