



Minutes of Carlton Colville Town Council meeting at Carlton Colville Primary School, Gisleham Road, NR33 8DG on Wednesday 4th March 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, Councillors Adam Robertson, Sarah Chadwick, Paul Radforth, Derek Fletcher, Chris Thomas, Ryan Williams, Julie Hall
East Suffolk Councillor Letitia Smith, Suffolk County Councillor June Mummery
Chair of Allotments David Peek
Apologies received and approved: Councillors Clare Varela, Luke Davison East Suffolk
Councillor Myles Scrancher, Suffolk County Councillor Peter Byatt, East Anglia Transport
Museum Tim Major
Members of the public: 1
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 4th February 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 Councillors – Councillor Mummery has some funding left to spend so is looking at community projects before the end of March. She is chasing up flooding issues and also pot holes
 - b. East Suffolk Councillors – Report circulated.
 - c. East Anglia Transport Museum – report sent Blackpool Tramway arrived work ongoing to repair it. More saplings had been donated. Museum getting ready for 2026 season.
 - d. Allotments – More happening at the allotments. Extra water service going ahead very soon East Suffolk Services to install.
 - e. Carlton Colville Community Kitchen and Wildlife Garden – Ground water logged so no work at present
 - f. Carlton Colville Community Centre – New kitchen finished. Next to get it painted and some new fire doors.

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 February 2026**
List was circulated prior to meeting
It was RESOLVED by ALL to agree all 6 online payments totalling £3248.11 and 2 direct debits totalling £94.93
Receipts: £1342.48 grant for water at allotments
Spend v budget circulated
Bank Statement and reconciliation for January were signed

8. **To approve the Letter of Engagement for the upcoming SALC Internal Audit**
It was RESOLVED by all to agree to the terms of the SALC Internal Audit Service letter of Engagement. The internal audit would be booked for April once the slots were opened by SALC.

9. **To approve the updated**
a) Data Retention Policy
b) Subject Access Request Policy
c) Model Publication Scheme Policy
It was RESOLVED by ALL to approve the updated policies in line with Assertion 10 regulations

10. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
The clerk gave a brief update of the new recycling bins – lots of information being sent to residents over the next few weeks

11. **To close the meeting**
The meeting closed at 7.39

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