



Minutes of Carlton Colville Town Council **Annual** meeting on Wednesday 7th May 2025 at Carlton Colville Primary School, Gisleham Road, NR33 8DG.

The meeting started at 7.00 pm

MINUTES

- 1. Election of Chairperson of the Town Council 2025/2026**
It was Proposed by Julie Hall, Seconded by Clare Varela and RESOLVED by all that Rachael Arnott should be elected as Chairperson, no other nominations were received.
Chairperson's declaration of acceptance of office was duly signed
- 2. Election of a Vice-Chairperson of the Town Council 2025/2026**
It was Proposed by Clare Varela, Seconded by Paul Radforth and RESOLVED by all that Julie Hall should be elected as Vice-chairperson, no other nominations were received
Vice-Chairperson's declaration of acceptance of office was duly signed.
- 3. To appoint a Responsible Financial Officer (RFO)**
Alison Ayers as the current Clerk was appointed Responsible Financial Officer (RFO)
- 4. To Note members present and to receive and accept apologies for absence**
Present: Chairperson Rachael Arnott, Vice chairperson Julie Hall, Councillors Derek Fletcher, Luke Davison, Ryan Williams, Clare Varela, Chris Thomas, Paul Radforth
East Suffolk Councillors Letitia Smith, Myles Scrancher (7.10 pm) Chair of allotments David Peek, East Anglia Transport Museum Tim Major
2 member of public
Apologies received and accepted from: Councillor Adam Robertson, Suffolk County
Councillors Melanie Vigo DiGallidoro, Peter Byatt
- 5. To receive any declarations of interest regarding the agenda**
None
- 6. To consider applications for dispensation**
N/A
- 7. Appointment of representatives to the following committees:**
Planning – Rachael Arnott, Luke Davison, Adam Robertson, Derek Fletcher, Paul Radforth
Finance and Personnel – Julie Hall, Rachael Arnott, Clare Varela
Carlton Colville Community Centre – Ryan Williams, Clare Varela, Rachael Arnott
Allotments - Derek Fletcher
St Peters Cemetery – Rachael Arnott, Clerk
- 8. To consider and adopt terms of reference for Planning committee and review and agree terms of reference for Finance and Personnel Committee**
It was RESOLVED by all to agree both documents

9. **To approve and sign the minutes of the Town Council meeting 2nd April 2025**
It was RESOLVED by all that these were true and accurate and were duly signed.
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 - Circulated
b. East Suffolk Councillors – 6 new apprenticeship opportunities open evening Wed 21st May Riverside 5.30-7.30 pm, Beach Volleyball now up and running. ESC June 11th 'Here for You'. Opportunity to ask questions of ESC
c. Patients Participation Group at Rosedale Surgery – Meeting held at Kirkley Mill awaiting minutes. Double yellow lines been put outside the surgery but not being adhered to
d. East Anglia Transport Museum – Museum open and reasonably busy. OB signal box 7/8th June to be moved overnight
e. Allotments – Clerk to find out costs of installing an extra water tank on allotments to be paid for by ESC. School offered extra help with weeding which has been a great help
f. Carlton Colville Community Centre- new fences and gates being installed. Parties come back and things are going well.
g. Community Kitchen and Wildlife Garden – Report circulated. Damage to pond, police unhelpful but finally got a meeting on 21st May to discuss vandalism. David donated plants.
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 2025**
List was circulated prior to meeting
It was RESOLVED by all to pay all 10 online payments totalling £4422.32 and 2 direct debits totalling £83.12
Receipts for April:
1st half of Precept £30,800.00 Allotments Rent £686.50, VAT Quarter 1 £3152.91 Cil from ESC £4096.11 Santander Interest £407.06
April's bank statement and reconciliation were signed
Spend v budget circulated
13. **To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2024/25**
The annual governance statement and annual accounting statements were RESOLVED by all to agree, they were duly signed by the chairperson and RFO ready for submission to the external auditor.
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**
It was agreed that meetings would remain the same at 7 pm the first Wednesday of each month except August when there would be no meeting. A watershed for 9 pm was agreed. The meetings would be at Carlton Colville Primary School

15. **Carlton Colville Town Council resolves that from 7th May 2025 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.**
It was RESOLVED by all to continue to adopt the General Power of Competence
16. **Corporate Governance**
To approve governance documents for 2025/26
 - a. Standing Orders
 - b. Councillors Expenses Policy
 - c. Annual Cil ReportIt was RESOLVED by all to approve these documents
17. **To confirm arrangements for insurance cover in respect of all insured risks**
The clerk confirmed that it was year 3 of a 3 year arrangement ending in October this year through Ansvar Insurance which designed to meet the needs of Town and Parish Councils was in place. The recent Internal Audit had confirmed that all liabilities had adequate cover.
18. **To confirm that the pension regulator redeclaration of compliance had been completed on 1st April 2025**
19. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
A reminder that the Referendum for the Neighbourhood plan was Thursday 15th May 2025
20. **To close the meeting**
Meeting Closed at 7.45 pm

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