

# Oulton Parish Council

## Minutes of Parish Council Meeting held on Tuesday 1<sup>st</sup> November 2022 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (8) present</b>	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Vinny Ainley, Peter Bryant, Robin Hinton, Maureen King, Tony Knight, Hilary Sarbutt
<b>County Councillors</b>	Keith Robinson,
<b>District Councillors</b>	Andree Gee, Keith Robinson
<b>Also in attendance</b>	Lynne Pavey (Acting Clerk)
<b>Members of the public</b>	3

### The Chair welcomed everyone to the meeting

- 1. To receive and approve apologies for absence**  
Apologies were received and accepted from Cllr Pauline Robinson (unwell), Cllr Edward Back (ESC meeting),
- 2. To receive any declarations of interest from Members & consider requests for dispensations**  
Cllr Jenny Hinton, Cllr Robin Hinton, Cllr Maureen King, Cllr Tony Knight - Trustees of Oulton Community Centre.
- 3. To approve minutes of the Parish Council meeting held on 4<sup>th</sup> October 2022.**  
The minutes of the meeting held on 4<sup>th</sup> October 2022 were agreed after a proposal by Cllr Robin Hinton and second, Cllr John Sarbutt, all in favour. The minutes were signed by the Chairperson.
- 4. Adjournment for Public Participation (15 minutes allowed for)**  
No matters were raised.
- 5. Reports from:**
  - Parish Clerk:** This month I have been mainly dealing with emails and general admin. The 2021/22 Annual CIL Report was sent to East Suffolk. Cornerstone Planning, an independent planning consultancy, working on behalf of WM Tubby, asked to attend the meeting in December to talk about the proposed development on the land between Hall Lane and Union Lane – awaiting confirmation.
  - County & District Councillor Keith Robinson:** The Newsletter had been circulated to councillors. No certainty about the budget until Christmas. Cllr Robinson reported that the Refuse Collectors have voted for industrial action and we are now waiting to hear what will happen.
  - District Councillor Andree Gee:** Cllr Gee had been to Bond's Meadow to look at the work being carried out. They have a very good active team of volunteers who carry out work every week.
  - Oulton Community Centre:** Cllr Jenny Hinton told the council about the problems that had occurred since the previous Centre Manager had suddenly resigned. Cllr Keith Robinson said that the original AGM had been declared null and void as there were several things wrong. A meeting to be held on Friday following which it was hoped to move forward from this.
  - St Michael's Church & Oulton Pools Trust:**  
Cost of living crisis - Cllr Jenny Hinton proposed that the Parish Council put something on the Facebook page and website to let people know where to go for help and advice.

## 6. Highways:

- **To receive a report on outstanding highways issues**

Cllr Keith Robinson reported that he had received an email to confirm the Jenkins Green matter was all in hand. He read out the response to the fatal accident that occurred in Higher Drive and the plans to help prevent this sort of accident happening again.

## 7. Planning

- **To receive new planning applications and make comment**

DC/22/4142/FUL: Hillside, Hall Lane, Oulton, Lowestoft. Proposal: Raise ground level to fill depressions by pit subsidence. Form new vehicular access. Construct a pair of timber frame and clad stables – no objections

DC/22/2876/ARM: Approval of Reserved Matters Planning Application for 58 dwellings in Phase 3A– Cllr Jenny Hinton and Cllr John Sarbutt informed the Councillors about their visit to the former Suffolk Fat & Bone site and their meeting with Environmental Health. Following this meeting, a letter had been sent to the Planning Department with their comments and concerns.

## 8. Finance:

- **To receive the income and expenditure figures as at 31<sup>st</sup> October 2022:**

Unity Current Account - £34,337.94

Instant Access Account - £30,087.57 – Interest of £45.42 received

Instant Access Account - £33,940.82 – Interest of £51.23 received

Total amount held = £98,366.33

- **To agree payment of invoices and other expenses**

Payee	Value	Description
SALC	£31.20	Training
Mrs J Hinton	£40.00	Laptop Battery
Waveney Norse	£4,020.12	Dog Bins, Benches and work on Village sign
Heart2Heart	£54.00	Cardiac Science Pads
Oulton Community Centre	£16.00	Hire of room
Royal British Legion	£20.00	Poppy Wreath
<b>Total</b>	<b>£4,181.32</b>	

Payments – Proposed by Cllr John Sarbutt, seconded by Cllr Robin Hinton, all agreed

- **To review the Asset Register** – The Asset Register had been updated and circulated to Councillors. Cllr John Sarbutt had reported the broken bin in Jenkins Green.
- **To note any monies received** – No additional income received
- **To consider any Grant Applications** - No applications received

## 9. To confirm attendees at Lowestoft Service of Remembrance

Cllr John Sarbutt to attend – all agreed.

## 10. To receive an update on Jenkins Green and the dredging of the pond

The dredging of the pond was discussed. Cllr Bryant offered to contact Suffolk Wildlife Trust to ask for help and advice.

## 11. To receive an update on Oulton Neighbourhood Plan

The Neighbourhood Plan has gone through to the next stage and the date for referendum set for February. Any applications that go in now have to take account of the Neighbourhood Plan.

**12. To receive an update of the purchase of assets using CIL money**

Cllr Ainley gave a report about his 'walkabout' of the ward with Cllr Jenny Hinton and Simon Walker (East Suffolk). They looked at the old water tank at the corner of Union Lane which was full of dog waste bags and suggested the tank is filled with concrete and a new dog bin purchased for Union Lane. Other items looked at were the positioning of the village gates, replacing benches, positioning of a new swing for toddlers, removal of wooden fencing and the installation of painted or slightly raised roundabouts at the junctions of Meadow Road and Union Lane. The installation of a raised roundabout was discussed and it was agreed to send a letter to the Highways Department about this and to apply for any licenses that are needed.

Cllr Robinson suggested widening the entrance to Oulton Community Centre and said that if the Parish Council, Oulton Community Centre and The Otium Centre agreed to share the costs, he would contribute with some of the Locality Budget. Cllr Robinson to contact Highways to obtain a quote.

**13. To receive updates from individual Council Members (for information only)**

Cllr Bryant reported that the application to upgrade footpaths to bridleways had been rejected. The matter was discussed and Cllr Jenny Hinton suggested that Parish Councillors hold a meeting with the horse-riders and appeal against the decision.

**14. To receive any items for inclusion on the next agenda (for information only)**

No additional items to be added at this time.

**15. To confirm date of the next Parish Council Meeting as Tuesday 6<sup>th</sup> December 2022 @ 7.00 pm in Oulton Community Centre.**

Confirmed.

The meeting closed at 8.25pm.

Everyone was thanked for attending.

## Part 2

**Part Two Private and Confidential where members of the Public and Press are excluded from the meeting because of the business being discussed.**

<b>Parish Councillors (7) present</b>	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Vinny Ainley, Peter Bryant, Robin Hinton, Maureen King, Hilary Sarbutt
<b>County and District Councillors</b>	Andree Gee, Keith Robinson
<b>Also in attendance</b>	Lynne Pavey (Acting Clerk)

### 1. To discuss the County Court Action

Cllr Hinton told the meeting about a notice she had received from the Small Claims Court for £43.17 instigated by the previous Clerk, Carla Petersen. This money has already been approved for payment by Oulton Parish Council, subject to Mrs Petersen signing a receipt. Mrs Petersen had refused to sign. Cllr Hinton completed the form from the Small Claims Court and returned it. She is now awaiting their response.

### 2. To discuss the Parish Clerk Vacancy

A CV had been received for the position of Clerk. The CV was circulated for the Councillors to consider. Following discussion, it was agreed to arrange an interview for Tuesday, 8<sup>th</sup> November at 7pm in the lounge at Oulton Community Centre.

**Meeting closed at 8.50pm**