

Oulton Parish Council

Minutes of Parish Council Annual General Meeting held on Tuesday 9th May 2023 at 7.00pm in Oulton Community Centre

Parish Councillors (5) present	Jenny Hinton (Chairperson), John Sarbutt, Peter Bryant, Robin Hinton, Tony Knights & Hilary Sarbutt
County Councillors	Keith Robinson
District Councillors	Keith Robinson, Edward Back
Also in attendance	Rebecca Morris (Clerk)
Members of the public	4

1. The Chair welcomed everyone to the meeting.

Welcome everyone back, after local elections. Congratulations to Cllr K Robinson and Cllr E Back for retaining their positions.

2. Chairman to stand down, re-elect new Chairman

Cllr J Hinton formally stood down, Cllr J Sarbutt continued meeting to re-elect new Chairman. Unanimous decision to re-elect Cllr J Hinton.

3. Elect Vice Chairman

Cllr J Hinton proposes Cllr J Sarbutt stand again as Vice Chairman. All in favour, with unanimous decision.

4. To receive and approve apologies for absence

No apologies received.

5. To receive any declarations of interest from Members & consider requests for dispensations

Nothing to declare.

6. To approve minutes of the Parish Council meeting held on 4th April 2023.

The minutes of the meeting held on 4th April 2023 were agreed after a proposal by Cllr P Bryant and second, Cllr J Sarbutt all in favour. The minutes were signed by the Chairperson.

7. Adjournment for Public Participation (15 minutes allowed for)

This provides an opportunity for members of the public to raise questions and comment on items on the agenda before the Council makes decisions. – No comments made from the public.

8. Reports from:

- **County Councillors:** Cllr K Robinson states nothing to report as been in purdah.

9. Planning

- **To receive new planning applications and make comment** – Nothing received.
- **To receive results and updates on outstanding applications** – Nothing to report

10. Finance: Income & Expenditure as at 30th April 2023

Unity Current Account - £46,711.14

Instant Access Account - £24,270.75

Instant Access Account - £34,210.64

Total amount held = £105,192.53

Payment Schedules

Payee	Value	Description
Clerk Salary	409.41	April 2023 Salary & backdated pay increase
SALC	£1114.84	Membership 2023/2024
Oulton Community Centre	£20.00	April 2023 Monthly meeting Room Hire
M Blythe	£15.00	Grass Cutting
Rebecca Morris	£14.99	Norton Security Renewal
Jenny Hinton	£20.00	Donation Guide Dogs – David Jefferson
NPTS	£282.53	Subscription 2023/2024
Total	£ 1876.77	

To agree payment of invoices and other expenses

- Payments – Proposed by Cllr J Hinton second by Cllr J Sarbutt – All approved
- To received audited accounts – These were received back from Chris Punt, ready to send to PKF Littlejohn for external audit.
- To note any monies received – 2 CIL payments received £1200.94 & £14,126.50 = £15,327.44
- To consider grant applications – St Michaels Church £700.00, maintenance of churchyard. Agreed by all. Cllr J Sarbutt proposed and Cllr J Hinton seconded.

- 11. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.** – No Action to be taken, although internal auditor did make a recommendation, that I will do in future, regarding keeping separate records of CIL income and expenditure. All agreed and approved.
- 12. To confirm, approve and sign Annual Governance and Accountability Return Part 3 Section 1 – Annual Governance Statement 2022/2023** – All confirmed, approved and signed by Cllr J Hinton
- 13. To Confirm, approve, and sign Annual Governance and Accountability Return Part 3 Section 2 – Accounting statements 2022/2023** – All confirmed, approved and signed by Cllr J Hinton
- 14. To consider and agree upon Member and Officer Responsibilities** – Cllrs V Ainley, P Robinson & M King have been removed. All new Roles & Responsibilities to be updated and to be posted on Oulton Parish Council website, once agreed.
- 15. To receive an update of the purchase of assets using CIL money:** - Swing at Brendon Way has been ordered. Swing with Grass matting is £4367.16 or with rubberised matting £5695.80. Agreed to order rubberised matting, as this could be safer for the smaller children.
Litter bin in Union Lane, to be installed on the verge, on inside of bend and fairly central. Septic tank to be filled in.
Bench for Union Lane to be replaced. This has been ordered. Once received, plaque on original bench will be removed and replaced on new bench.
2 Gates “Welcome to Oulton Village” have been ordered and just waiting for licenses to be approved by Suffolk Highways.
SID posts have been applied for, only 2 as 3rd one was not approved. Hall Lane by stables and Wood Lane by entrance of Country Park, facing towards Holly Hill.
Millennium Bench has been completed vandalised, this will be repaired.
Many thanks to Cllr H Sarbutt for getting all the above actioned.
- 16. To receive updates from individual Council Members (for information only).**
Black Labrador on Holly Hill Meadow ran into a field and frightened horse, which has been injured as a result of this. Cllr J Hinton advised lady to contact the police, which she did so. East Suffolk Council own said meadow. Request signage asking for dogs to be kept under control. Letter to be sent to Tony Rudd and copy Cllr K Robinson & Cllr E Back.
Grass cutting contract was sent to ex Community Centre Manager/Parish Clerks home address. Letters, emails and phone calls were not responded to, hence why grass has not been cut. This has now been re-instated.
- 17. To receive any items for inclusion on the next agenda (for information only)**
Cllr J Sarbutt, Union Lane (North Side) potential footpath.
- 18. To determine dates of Council Meetings for the next year**
First Tuesday of every month, with the exception of August, when no meeting takes place. January 2024, meeting to be held on Tuesday 9th.

To confirm date of the next Parish Council Meeting as Tuesday 6th June 2023 @ 7.00 pm in Oulton Community Centre.

To confirm date of the next Annual Parish Council Meeting reception evening as Friday 19th May 2023 @ 7.00 pm in Oulton Community Centre – In the lounge room.

The meeting closed at 20:27

Everyone was thanked for attending.