

## Minutes of Parish Council Meeting held on Tuesday 6<sup>th</sup> September 2022 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (7) present</b>	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Vinny Ainley, Peter Bryant, Robin Hinton, Maureen King, Pauline Robinson,
<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>	5

**1. The Chair welcomed everyone to the meeting**

**2. Co-option of Parish Councillor**

One application received for the Parish Councillor position. It was agreed to co-opt Hilary Sarbutt onto Oulton Parish Council – all in favour.

**3. To receive and approve apologies for absence**

Apologies were received and accepted from Paul Keyte (work), Tony Knights (Personal) and Eddie Back.

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

Cllr Robin Hinton, Cllr Maureen King, Cllr Pauline Robinson all Oulton Community Centre

7.05pm Mrs Sarbutt left the meeting after signing the Declaration of Acceptance of Office

**5. To approve minutes of the Parish Council meeting held on 5<sup>th</sup> July 2022.**

The minutes of the meeting held on 5<sup>th</sup> July 2022 were agreed after a proposal by Cllr R Hinton and second Cllr Sarbutt, all in favour. The minutes were signed by the Chairperson.

**To approve minutes of the Annual Parish Meeting held on 13<sup>th</sup> May 2022**

The minutes of the Annual Parish Meeting held on 13<sup>th</sup> May 2022 were agreed after a proposal by Cllr Sarbutt, second Cllr R Hinton, all in favour. The minutes were signed by the Chairperson.

**6. Adjournment for Public Participation (15 minutes allowed for)**

No matters raised

**7. Reports from:**

- **Parish Clerk:** Report had been circulated to Councillors before the meeting – noted.

Clerk had received an email from SAAA asking the Parish Council if they wanted to opt out of the Central External Auditor appointment arrangements. It was agreed not to opt out – all in favour.

- **County & District Councillor Keith Robinson:**

Cllr Robinson reported that things were pretty slow at the moment. There will be an important announcement from SCC in a few days. Discussion took place about the cost of living crisis and several projects are in hand to help people during the coming winter.

- **County & District Councillor Edward Back:** None

- **District Councillor Andree Gee:**

Cllr Gee reported that August is always a quiet month as the main committee do not meet. At local level, there has been a very successful First Light Festival held in Oulton Broad and at Lowestoft Beach and there are plans to repeat it next year. The Crescendo organisation held a choral singing day with John Rutter, a famous composer. Money has come in for the regeneration of Lowestoft and people can submit their views on how they would like to see it spent.

- **Oulton Community Centre:**

Cllr J Hinton had returned an invoice for the hire of the room at Oulton Community Centre as it was incorrect. She is waiting to receive the amended invoice. When the correct invoice is issued Cllr Hinton asked for permission to pay the invoice when it arrives, this would be between £60 - £80 - all agreed.

- **St Michael’s Church & Oulton Poors Trust:**

Cllr J Hinton said that places like these will be the frontline for people asking for help. A new idea of giving out free school uniforms in Oulton was arranged with lots of people turning up. Everything was washed and pressed and was a resounding success. It is hoped to do this every term.

## 6 Highways:

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

Cllr J Hinton would like to set up a group which would include representatives from Highways and the Police, and to get an accurate costing for the design of the gates, the license and the installation by Norse. Meetings could be held at the Oulton Community Centre or the Lounge and any decisions would be made by the whole parish council. Cllr Ainley will be taking on the role for CIL. Cllr K Robinson said the orders for the speed limit changes had gone out and the signs will be installed shortly.

## 7 Planning

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

No applications received

- **To receive results and updates on outstanding applications**

Nothing to report

7.30pm Cllr Bryant arrived

## 8 Finance:

- Cllr J Hinton reported that she will be speaking to SALC as a query had been received from the previous Clerk about her pay. Cllr J Hinton requested that if there are any changes needed to be made to the salary, could Oulton Parish Council approve this – all agreed.

- **To receive the income and expenditure figures as at 31 August 2022** – circulated and noted.

Unity Current Account - £26,680.58

Instant Access Account - £30,042.15

Instant Access Account - £33,889.59

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

Payee	Value	Description
Mrs Carla Petersen	£106.06	Administrative expenses
Mr J Sarbutt	£6.85	Postage
<b>Total</b>	<b>£156.08</b>	

oices for payments for the annual subscription and monthly payment were approved. The three Zoom invoices were declined – all in favour.

- **To note any monies received** – Nothing received this month

- **To consider any grant applications**

A grant application had been sent to the parish council in March from St Michael’s Church, applying for £700 to help pay for the beacon for the Queen’s Jubilee but the email had not been passed on to Cllr R Hinton. He asked that a letter of apology be sent to the Church. All in favour of paying the grant and an apology

- **To consider insurance quotes for 2022/23**

Discussion took place about the three quotes received for the renewal of the insurance. Clerk asked to clarify that Trustees & Directors are insured on the Community First insurance, and that councillors and volunteers are included in the policy. Subject to the queries being positive, Cllr R Hinton proposed the parish council accept the quote from Community First, second Cllr Ainley, all agreed.

**9 To discuss and adopt the Personnel and Staffing Terms of Reference**

Cllr Bryant, Cllr Hinton and Cllr Ainley will be responsible for Personnel and Staffing. Cllr King proposed the Council adopt the Personnel and Staffing Terms of Reference, second Cllr M Robinson, all in favour.

**10 To receive an update on the purchase of assets using CIL money**

Cllr J Hinton said she is still awaiting the invoice of £6,000 from Norse. Places for the new poles for SID to be decided but is likely to be in Hall Lane and possibly Green Lane. Toddlers swing still outstanding – this will cost about £4,000.

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

Cllr Bryant said that the defibrillator is now working at Community Centre. Discussion took place about replacing the pads which cost £75 each. Cllr Bryant to check how many pads we have and if we need to buy two more – all in favour.

The internal bin in Jenkins Green needs to be replaced - Cllr Sarbutt to arrange.

Cllr J Hinton reported that Christopher Lockhart Mummery QC had submitted his report for the council's Neighbourhood Plan and they had been given a glowing report. Only five changes were recommended. He described it as a prime example of how a Neighbourhood Plan should be completed.

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

Ease the Squeeze,  
Asset Transference

**13 To confirm date of the next Parish Council Meeting as Tuesday 04 October 2022 @ 7.00 pm in Oulton Community Centre.**

Confirmed.

The meeting closed at 8.10pm.

Everyone was thanked for attending.