

## **OULTON PARISH COUNCIL**

Minutes of the AGM meeting held: 3<sup>rd</sup> May 2022

Time: 7pm

Venue: Oulton Parish Community Centre

Councillors attending: Chairman: J Hinton, Vice Chair: Peter Collicott, Cclr Robin Hinton, Cclr: Peter Collicott, Cclr: John Sarbutt,

**Agenda: Election of the Chair for the next year:** Jenny Hinton as Chairman  
Nominated by Peter Collicott seconded by John Sarbutt.

**Election of Vice Chair:** John Sarbutt as Vice Chairman  
Nominated by Jenny Hinton, seconded by Peter Collicott.

Declaration of acceptance of office was signed and given to the clerk.

### **Apologies: Graham Yeolden**

To receive any declarations of interest: None.

Appointment of the Responsible Finance Officer, to confirm the appointment of the RFO

### **The minutes of the last meeting. April 5<sup>th</sup> 2022**

The Chairman refused under Standing Order 12, section D, to sign these minutes as a true records, as they were many errors, they were not an accurate record of the meeting.

Under item 5, County reports, the clerk did not circulate March or Mays.

Oulton Community Centre: Peter Collicott was substituting for the Chairman whilst the neighbourhood plan was finalised. The chairman asked the Councillors to re-affirm her appointment as Parish rep. of OCC, it was proposed by Robin Hinton and seconded by Peter Collicott and a unanimous vote was recorded. With these amendments recorded, the Chairman signed the April minutes as all these amendments were all agreed by councillors.

### **Item No. 7 Planning: 22/05/017**

Phase 5, approval of reserved matters, this application was not circulated to the planning group and we missed the deadline.

### **Item No. 10. Finance under Clerks expenses:**

Notice Boards: The Chairman raised the issue of duty of care towards the Clerk, who had returned from a week off. The duty of up dating notice boards should be with members

who live near the notice boards. There were 3 volunteers., which were, John Sarbutt, Robin Hinton and Pete Bryant. It was proposed by the Chairman and seconded by the Vice Chairman, that these councillors would take on the task.

Confidential items No 13:

As per John Murray previous chairman, letter dated 21<sup>st</sup> August 2020 in File. The Clerk was awarded an extra 2 hours a week to carry out the duties associated with the Neighbour Hood plan development, this was the understanding when the project was finalised, the Clerks hours would revert back to her contracted times, which were 12 hours per week, between Monday and Friday.

The neighbourhood plan came to an end in February, therefore as from the 1<sup>st</sup> April 2022, the hours for this work came to an end. If the inspector any of your time, this will be honoured. It wads moved by the Chairman, seconded by the Vice Chairman and unanimous for her hours to revert back to 12.

### **Pension Contributions:**

The Chairman deferred this, until she was briefed on what this was about.

So with these amendments to the April meeting, I will then sign the Aprils minutes off.

To review and agree member responsibilities, as per the list.

To review standing orders and financial regulations, all was agreed.

To review and approval pescriptions

Northern Parish training and support : £264.72 – agreed  
Society of Local Council Clerks: £117.18 – approved  
Information commissioners office, data protection: £ 35.00

Zoom the Virtual platform: £172.68 – cancelled.

Bank Signatories:

Agreed to add John Sarbutt to the bank and take Peter Collicott off.

Internal Auditor:

To appoint the internal auditor 2022/2023 – deferred, the chair will ask Chris Punt if he will resume.

### **Asset Register:**

Agree to take pictures of our assets and put them on 'Cloud':

**Meeting Dates for next year:** These will be put on the notice boards.

**Adjournment for Public participation – Nil**

**Reports from the Parish Clerk:** Not received Aprils or Mays from the Clerk.

**County Councillors:** Quite happy to receive questions on his circulated report, but the Clerk had not circulated them.

**District Councillors:** Very quiet at this time of year.

**Oulton Community Centre:** All the trustees were taken off the Charity Commission Webpage and been replaced with people that nobody knows.

St. Michaels Church in Oulton Pools Trust: Cancelled again because of Covid.

**Highway:** Out to consultation results should be heard in a couple of months

**Planning:** DC22/1030 Full – 29, Chiltern Crescent – Approved.

To receive results and updates on outstanding applications: None.

**Finance:** To agree payment of invoices and expenses – agreed.

To note any monies received: None

To consider grant applications: None

**To approve the internal audit report by the internal auditor:**

Dropped off on the 11<sup>th</sup> April and picked up on the 14<sup>th</sup> April and the Clerk will action the auditors comments.

To note the internal annual report: Noted

To confirm approve and sign the annual governance and accountability return form 3 section 1.

The annual governance statement of 2021/2022.

To confirm approve and sign the annual governance, return form 3 section 2

**Accounting statements 2021/2022**

The chairman signed all the forms and returned them to the clerk.

**To confirm and sign the Cil report:** To receive an update on the purchase of assets of CIL money, agreed a different approach, to get these items installed.

To receive an update on the Gardening and the Village Sign: Received many compliments.

To discuss the Fat and Bone factory: Deferred.

To receive updates from individual council members: Nothing to report.

To receive any items on the next agenda: Nothing

To confirm the date of the council meeting : Tuesday the 7<sup>th</sup> June 2022 at 7pm in the Oulton Community Centre

Meeting finished at: 9.40

Chairman

Jenny Hinton.