

# Oulton Parish Council

## Minutes of Parish Council Meeting held on Tuesday 4<sup>th</sup> October 2022 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (7) present</b>	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Peter Bryant, Robin Hinton, Maureen King, Pauline Robinson, 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>	4

### The Chair welcomed everyone to the meeting

- 1. To receive and approve apologies for absence**  
Apologies were received and accepted from Cllr Vinny Ainley (prior engagement), Cllr Eddie Back, Cllr Tony Knight
- 2. To receive any declarations of interest from Members & consider requests for dispensations**  
Cllr Robin Hinton, Trustee of Oulton Community Centre
- 3. To approve minutes of the Parish Council meeting held on 6<sup>th</sup> September 2022.**  
The minutes of the meeting held on 6<sup>th</sup> September 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:** Clerk reported that the External Auditors, PKF Littlejohn had send an interim letter, stating that OPC had submitted its Annual Governance and Accountability Return (AGAR) and supporting documentation prior to 30 September 2022; but PKF Littlejohn had not been able to complete their review work in time to enable them to publish the required documentation in line with statutory requirements. The Notice of the Audit and the right to inspect the AGAR was published on our website within the required time on 29<sup>th</sup> September. Once PKF Littlejohn have completed their review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.
  - County & District Councillor Keith Robinson:**  
Report had been circulated to Councillors. Cllr Robinson had been heavily involved in looking at next year's budget. Discussion took place about how much lower future budgets will be.
  - District Councillor Andree Gee:**  
Cllr Gee had attended the usual committee meetings. She reported on the flood barriers in Lowestoft which will take about four years to complete and the new bridge works which are planned to open next summer.
  - Oulton Community Centre:** Cllr Robin Hinton had been returned as a Trustee. Resignation Letter from the Centre Manager had been received.
  - St Michael's Church & Oulton Poores Trust:**  
The Church are being inundated with requests to set up Foodbanks. Cllr Jenny Hinton attended the online Teams meeting 'Ease the Squeeze'. Cllr Robinson advised that there are ways to access funding for schemes such as warm rooms where people can go to keep warm if needed. St Michaels Church will be doing everything they can to help.

## 6. Highways:

- **To receive a report on outstanding highways issues**  
The Speed Indicator Device is going well.

## 7. Planning

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

DC/22/3529/FUL: Proposal: Single storey rear extension at 8 Oulton Street, Oulton, NR32 3BB – approved

DC/22/3816/TPO - WDC TPO 89 Proposal: Front garden 1 x Beech - Fell to ground level at 300 Oulton Road North, Oulton, NR32 4QL – approved

DC/22/2876/ARM: Proposal: Approval of Reserved Matters Planning Application for 58 dwellings in Phase 3A, pursuant to S73 Application DC/15/0324/VOC, which was permitted on 20th May 2015 and succeeded Outline consent.

DC/01/0977/OUT for a 'mixed use development comprising of residential, neighbourhood shopping centre, community hall, primary school, play areas and country park' at Land South Of Hall Lane, Oulton, NR32 3QG – The Parish Council are deeply concerned about this planning application due to what is buried on this site which was the former Suffolk Fat and Bone Company. The Parish Council response has to be made by 10<sup>th</sup> October 2022. There is a site meeting with Environmental Health on Friday, 7<sup>th</sup> October.

## 8. Finance:

- **To receive the income and expenditure figures as at 30<sup>th</sup> September 2022:**

Unity Current Account - £38,473.06  
Instant Access Account - £30,042.15  
Instant Access Account - £33,889.59

Total amount held = £102,404.80

Cllr Bryant has been booked on Personnel training from Training Budget. All courses for new Councillors are fully booked until next year.

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

Payee	Value	Description
Community First	£342.64	Annual Insurance
St Michael's PCC	£700.00	Grant
Information Commissioner's Office	£35.00	Annual subscription (paid by Direct Debit)
Mrs C Petersen	£125.13	Final Salary Payment
NEST Pension	£46.98	Pension Contribution (C Petersen)
SALC	£45.00	Payroll Service
<b>Total</b>	<b>£1,294.75</b>	

Payments - All approved

- **To note any monies received** – East Suffolk Council: 2<sup>nd</sup> Precept Instalment: £13,236.14

- 9. Policies**  
**To approve Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment and Management Policy**  
The above policies were approved, all agreed. It was decided to only review the main policies at this time.
- 10. To receive an update on Oulton Neighbourhood Plan**  
The Neighbourhood Plan has been submitted to East Suffolk Council and the Broads Authority and should be on their Agenda in October. If it is approved, it will go out to local residents for a referendum.
- 11. To receive an update of the purchase of assets using CIL money**  
£4,500 for three benches, litter bins and a further bench and three Noticeboards have already been approved. Next projects are for the two gates at the entrance to the village, another bench at the corner of Union Lane, the installation of a toddler swing and a dog bin at the corner of Allerton Close. Cllr Ainley to meet with a representative to find out further information. When the Parish Magazine is out again, we will ask the local people what they would like in the village.
- 12. To discuss a Parish Council Facebook Page**  
Cllr Ainley to set up a Facebook page which he will run along with Jenny and Pete. It will be used to show what is happening in Oulton.
- 13. To receive updates from individual Council Members (for information only)**  
Cllr Bryant reported that the application for the Bridleway had been rejected. Discussion took place about setting up a new Bridleway, but Cllr Robinson reported that new bridleways cannot be set up. Cllr Jenny Hinton had received an email from a resident in Lime Avenue about an injury her daughter had received. She was advised to contact the Site Foreman. The complaint about a dog bin in Lime Avenue has been dealt with.
- 14. To receive any items for inclusion on the next agenda (for information only)**  
Asset Register,  
Jenkins Green Pond
- 15. To confirm date of the next Parish Council Meeting as Tuesday 1<sup>st</sup> November 2022 @ 7.00 pm in Oulton Community Centre.**  
Confirmed.

The meeting closed at 20.08pm.

Everyone was thanked for attending.