

## Minutes of Parish Council Meeting held on Tuesday 2 March 2021 at 7.00pm virtually via Zoom

<b>Parish Councillors (7) present</b>	Jenny Hinton (Chair), Peter Collecott, Robin Hinton, Mike Shaw, Tony Knights, Jack Green, John Sarbutt
<b>County Councillors</b>	Keith Robinson, James Reeder
<b>District Councillors</b>	Keith Robinson, Andree Gee, Edward Back
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	5 (including 1 for interview)

### 1. To receive and approve apologies for absence

None.

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

Cllr Collecott declared an interest as a member of Oulton Community Council. The Chair declared an interest as OPC liaison for Oulton Community Centre. The Clerk declared an interest as the Manager of Oulton Community Centre.

### 3. To approve minutes of Parish Council meeting held on 2 February 2021

Accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Collecott.

### 4. Adjournment for Public Participation (15 minutes allowed for)

None.

### 5. Reports from:

- **Clerk:** Circulated to Councillors before the meeting. Accepted as accurate. Proposed by Cllr Knights and seconded by Cllr Green.
- **County Councillor Keith Robinson:** A report, jointly prepared with County Cllr James Reeder, had been circulated to Councillors before the meeting and is available on the parish website. Reported that it has been a real pleasure working with you. Reported that protocols will need to be followed should there be a death in the Royal Family. The Clerk will be informed in the event about the procedure that will have to be followed.
- **County Councillor James Reeder:** Reported that Suffolk is amongst the best places in the country for the rollout of coronavirus jabs. A huge amount of work has gone into making the rollout so successful. The Local Elections are going to be held on 6 May 2021. It has been a real pleasure working with you all.
- **District Councillor Edward Back:** Reported that as of yesterday the bin collections are now back to their normal routine. The Eleni V tanker sank more than 40 years ago and due to high tides has caused oil deposits to be washed up on the Denes beach. The situation is being monitored.
- **District Councillor Andree Gee:** None.
- **Neighbourhood Plan Working Group:** The Chair reported that the NP WG have had another busy month. The Housing Needs Assessment, Design Codes report and results of the recent survey are all on the parish website. Work on the telephone box has halted due to the burst water main (which has been fixed) and the weather. Collective Community Planning have provided the NP WG with a list of historic buildings in Oulton and require photos of the buildings. Observing current restrictions photos have been taken of the woods, paddocks and pill boxes. The original grant application to Locality for funding the NP was £5497. Their financial year end is 31 March 2021 and money not spent must be returned to Locality. After 1 April 2021, another application will need to be submitted to Locality for work on the NP up to the end of December 2021 which is when hopefully the NP will be complete. The Chair thanked everyone for all their help.

- **Oulton Community Centre:** Cllr Collecott reported that the 6 windows have now been replaced in the small hall. The contractors have done a superb job. There are 4 windows in the lounge which will next be looked into being replaced. Four quotes had been received for the roof, but they were not using the same criteria. The contractors have been asked to requote. Fortunately, the weather has been reasonable however it is important that we get the roof done as soon as possible and preferably whilst still in lockdown. The OPC Chair had recently attended an Oulton Community Council meeting and discussions had taken place about the benefits of the Community Centre having broadband. The OPC Chair had reported that broadband would be beneficial for the PC especially for those who cannot attend a physical meeting, would be able to give presentations and it would be especially useful when reviewing planning applications. A quote for installing broadband is to be given to the NP WG for them to discuss and then be presented to Full Council. Broadband will be installed to serve the whole community.

## 6. Highways:

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

Cllr Knights reported on 22 February 2021 the faulty street lighting on Stirling Close/Meadow Road. On 24 February 2021 received confirmation that this will be done however the lighting is still out. This will be monitored.

County Cllr Keith Robinson reported that the remarking/restructuring of the Gorleston Road roundabout will be done before May 2021. The Oulton Street speed limit cannot be processed until after the Elections. Highways had recently provided details about refilling the grit bins. Clerk to action,

Cllr Robin Hinton expressed concerns about the hedges on Oulton Road North that are making it difficult to have a clear view. After having carried out further investigations it was confirmed that the trees/bushes are on the roadside. Cllr Robin Hinton and Cllr Knights will report this to Highways.

- **To receive Speed Indicator Device (SID) results**

Cllr Knights and Cllr Robin Hinton presented a slide show of the most recent SID results. The evidence base warrants a speed camera. As soon as the Police can arrange this it will be arranged. Cllr Knights and Cllr Robin Hinton were thanked for looking after SID and for regularly charging the batteries. SID2 has been ordered with Westcotec and usually takes six weeks to be built as they are built to order.

County Cllr James Reeder left at 7.55 pm.

## 7. Planning

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

**DC/22/0626/FUL** 23 Mendip Road, Lowestoft, NR32 3HJ. Replace existing 6ft fencing with 7ft fence. Details of the planning application had been circulated to Councillors before the meeting. Discussion took place and it was confirmed that the law states that 2m is the maximum fence height at the rear of a property. It was unanimously agreed to REFUSE the application. Councillors agreed that the extra height would not gain that much more privacy and it could set a precedent for further planning applications.

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

None

## 8. Finance:

- **To receive the income and expenditure figures as at 1 March 2021** – It was noted.
- **To note the bank balance as at 1 March 2021** - £54863.04
- **To note receipts** –

Suffolk County Council. Grant for training the Planning WG. £100.00

East Suffolk Council. Grant for Speed Information Device. £3000.00

- **To consider any grant applications – None**
- **To approve payments.**

It was noted that a payment would need to be made to Olympic Print after the newsletter had been printed. The price quoted is £295 and payment is required immediately after collection. All expenditure approved. Proposed by Cllr Robin Hinton and seconded by Cllr Collecott.

<b>Payee</b>	<b>Value</b>	<b>Description</b>
Mrs C Petersen	£905.51	Salary, administrative expenses
HMRC	£55.61	Income Tax & NIC
Collective Community Planning	£3300.00	Attendance at NP virtual meetings. Preparation of NP documents.
Mrs C Petersen	£119.78	NP Administrative expenses
Westcotec	£3725.94	SID, Bluetooth, brackets & padlocks
Oulton Community Council	£168.00	NP Room/hall hire
<b>Total</b>	<b>£8274.84</b>	

**9. To consider installing a bench at Fisher Row. Agree upon a course of action.**

The Chair and Cllr Robin Hinton had visited Fisher Row and taken a photo of suitable location for a bench. District Cllr Edward Back confirmed that they had found the perfect spot for a bench and as there is no facility for walkers to sit down and rest themselves, he would be more than happy to support this project by using funding in his next year's Enabling Communities Budget. Clerk to request a quote to supply and fit a bench and complete an ECB application form in the next financial year.

Cllr Shaw left 8.14 pm.

**10. To receive an update on the Emergency Response Plan. Agree upon a course of action.**

Cllr Green had prepared a draft Emergency Response Plan. It was agreed that Cllr Green had done a brilliant job preparing the document. There are items in the plan which will need discussing and completing and this will be done virtually in Zoom meetings.

**11. To consider changing the OPC logo. Agree upon a course of action.**

Cllr Collecott reported that he had been devastated when he found out that the OPC logo had been changed. He explained the history of how the original logo had been designed. Cllr Knights had prepared a new logo which was like the old logo. Councillors were then asked to vote on the logo options, and it was unanimously agreed to revert to the old-style logo which incorporates the Village Sign.

**12. To discuss the Queens Platinum Jubilee. Agree upon a course of action.**

Due to the current health of Prince Philip, it was agreed to carry this over to another agenda.

**13. To receive an update on the Oulton Messenger newsletter. Agree upon a course of action.**

Councillors had been extremely busy preparing the first draft copy of the Oulton Messenger newsletter. This had been circulated to all before the meeting. It was agreed that it could go ahead and be printed the next day. The newsletter will be hand delivered to all households in Oulton. Cllr Collecott reported that Oulton had not had a newsletter for many years.

County Cllr Keith Robinson, District Cllr Andree Gee, District Councillor Edward Back and all members of the public left at 8.44 pm.

**14. To interview candidate for co-option into one vacant Parish Councillor position.**

There had been one application received for this vacancy. The applicant had been interviewed at the PC meeting on 2 February 2021.

**15. To agree upon the co-option of a candidate as a Parish Councillor.**

It was unanimously agreed to co-opt Paul Keyte.

**To sign Declaration of Acceptance of Office form.**

Cllr Paul Keyte was officially welcomed onto Oulton Parish Council. Declaration of Acceptance of Office form signed.

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

Cllr Collecott reported that he had been appalled to find in the Oulton Playing Field a child's mini petrol bike had been abandoned and an old wheelbarrow had been dumped. He has removed the items and the bike has been disposed of in a bin and the wheelbarrow has been recycled into a flower bed.

The Chair reported that whilst out locating a site for a bench she had come across three different lots of people who were picking up litter. The litter pickers were thanked for all their work which they do on a regular basis. Clerk to make enquires with a previous OPC Chairman and Waveney Norse about litter pick equipment.

**At 9.00 pm, in accordance with Standing Orders 3x, it was resolved that the meeting should continue beyond the two-hour limit. Proposed by the Cllr Knights and seconded by Cllr Robin Hinton.**

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

Woods Meadow County Park.

**18. To confirm date of the next Parish Council Meeting as Tuesday 06 April 2021 @ 7.00 pm via Zoom.**

Confirmed.

The meeting closed at 9.05 pm.