

## Minutes of Parish Council Meeting held on Tuesday 4 January 2022 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (7) present</b>	Jenny Hinton (Chairperson), Peter Collecott, Robin Hinton, John Sarbutt, Pete Bryant, Graham Youlden, Paul Keyte
<b>Parish Councillors attending via Zoom (1) (no voting rights)</b>	Tony Knights
<b>County Councillors</b>	Keith Robinson
<b>District Councillors</b>	Keith Robinson
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	2

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

None.

Apologies were received from District Cllr Gee (family commitment) and District/County Cllr Back (another meeting).

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

Cllr Jenny Hinton and Cllr Robin Hinton: Oulton Community Centre Executive Committee & Trustees.

Cllr Knights and Cllr Collecott: Oulton Community Centre Executive Committee.

### 3. To approve minutes of the Parish Council meeting held on 7 December 2021.

The minutes of the meeting held on 2 November 2021 were agreed after a proposal by Cllr Robin Hinton and second by Cllr Youlden. The minutes were signed by the Chairperson.

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

A member of the public confirmed they had written to the Clerk in December 2021 regarding the proposed increase in the speed on Oulton Street. The letter had been forwarded onto Councillors. The member of the public asked for responses to the letter however due to Christmas Councillors had not had time to fully consider its content. The Chairperson confirmed a full PC response will be written and given to the member of the public.

Another member of the public had prepared a detailed report regarding Oulton Street. The report gave suggestions and showed photos of poor road markings and dirty signs. County Cllr Keith Robinson recommended that the road markings and dirty signs should be reported on the SCC Highways reporting tool. The member of the public offered to pass on copies of the photos to the PC.

The Chairperson explained the consultation process regarding speeding traffic on Oulton Street which had been going on for 2 years, meetings had been held with the Police, speed issues have been raised at every PC meeting and also in the Neighbourhood Plan Working Group meetings, regular updates have appeared in the Oulton Messenger newsletter and have been discussed at consultation events held in Oulton Community Centre. The Chairperson invited both members of the public to the next Neighbourhood Plan Working Group meeting when hopefully they would be able to address their concerns directly with the Police who should be in attendance. An option to join via Zoom will be available.

### 5. Reports from:

- **Parish Clerk:** Oulton Parish Council has been awarded Local Council Award Scheme Foundation Level, confirmed with ESC that OPC would like to take part in the Treebilee Project, uploaded the approved budget for 2022/23 onto the PC website, emailed ESC the completed Precept form for 2022/23, chased up the upstanding benches and bins, received a licence for the bench, noticeboards and planter in Camps Heath, booked Cllr Youlden onto Councillor training, renewed Bullguard

subscription, updated Community Heartbeat Trust with the new defibrillator contacts, requested a copy of the Electoral Register, uploaded relevant information/documents onto the PC website.

- **County & District Councillor Keith Robinson:** Reported being busy sorting next years budget.
- **County & District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** None
- **Neighbourhood Plan Working Group:** The Chairperson reported the next meeting will be on Tuesday 18 November 2022 at 1.00 pm in the Lounge at Oulton Community Centre. The Police will be invited to this meeting.
- **Oulton Community Centre:** None.
- **St Michael's Church & Oulton Poors Trust:** The Chairperson reported Oulton Poors Trust had handed out gift vouchers to those identified as being in need in Oulton.

## 6. Highways:

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

Cllr Robin Hinton reported on difficulties with parked vehicles in Hobart Way. County Cllr Keith Robinson confirmed the difficulties are due to Hobart Way being a cul-de-sac.

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

Cllr Knights had prepared the latest SID results, and these were shared with those attending the meeting. The Police will be invited to attend the next Neighbourhood Plan Working Group meeting on 18 January 2022 at 1.00 pm which will also be available to attend via Zoom. The Chairperson thanked Cllr Knights and Cllr Robin Hinton for looking after the two SIDs.

8.10 pm Two members of the public left.

## 7. Planning

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

DC/21/5578/FUL

Proposal: Proposed single storey extensions

Site Address: 7a Hall Lane, Oulton, NR32 3AT

Councillors considered the planning application and there were no objections.

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

The PC submitted their response to the draft East Suffolk Community Infrastructure Levy (CIL) Consultation before the closing date of 23 December 2021.

## 8. Finance:

- **To receive the income and expenditure figures as at 31 December 2021** – It was noted.
- **To note the bank balance as at 31 December 2021** – £59144.28
- **To note receipts** – None.
- **To consider any grant applications** – None.
- **To approve payments.**

On a proposal from Cllr Robin Hinton and a second from Cllr Sarbutt the Clerk was asked to contact Norse to enquire how much they would charge to install the three new noticeboards. At the previous meeting payments were agreed to be raised to ESC for planning applications for two noticeboards. However, since the last meeting SCC have confirmed the locations could be their responsibility so the payments to ESC have not been raised. It was agreed that SCC would be contacted. As the PC does not have a payment card the Clerk requested agreement for her to be reimbursed straight away if payment has to be made to SCC. All expenditure approved. Proposed by Cllr Collecott and seconded by Cllr Jenny Hinton.

<b>Payee</b>	<b>Value</b>	<b>Description</b>
HMRC	£18.35	Income Tax & NIC
Mrs C Petersen	£1101.34	Salary, administrative expenses & mileage
Oulton Community Council	£17.50	Room/hall hire
Nest Pensions	£22.12	Contributions
<b>Total</b>	<b>£1159.31</b>	

**9. To receive an update on the Local Council Award Scheme.**

The PC has received confirmation they have successfully been awarded Foundation level of the Local Council Award Scheme. A certificate will follow in due course and a press release will be issued.

**10. To consider and agree upon Councillor and Officer responsibilities list.**

The list had been circulated before the meeting and responsibilities were agreed. Details are available on the PC website.

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

Due to work closures over Christmas, it had been difficult to chase up Norse. Clerk to action.

**12. To receive an update on a discussion with Persimmon. Agree upon a course of action.**

An email reply had been received from Persimmon regarding the Queens Highway flooding. Persimmon confirmed that the hedges can certainly slow the flow of water, but would not be enough to mitigate flows entirely, especially in heavy rainfall events. The hedge in question appears to be on third party land and as such is not a hedge that Persimmon has removed. Persimmon are currently modelling flows for the third phase of Woods Meadow development and will carefully look into how this existing overland flow can be managed and improved for both new and existing residents in the area.

Cllr Sarbutt reported the water coming off the paddocks in Camps Heath is going down the road towards the Queens Highway and misses the gully due to the gully being higher than the road.

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

Cllr Jenny Hinton, Cllr Robin Hinton, Cllr Sarbutt, and the Clerk Carla Petersen investigated Footpath 9 on The Pastures which had been reported to them as being blocked. The footpath leads to Oulton Village and is blocked by a fence panel. Photographs were taken on the day, and these have been passed onto SCC. A few days later the other end of the footpath was visited, and this too has been blocked off with a fence panel.

Cllr Collecott reported on a different flooding incident in Camps Heath. Cllr Bryant offered to work with Cllr Collecott on this issue.

Cllr Youlden kindly offered to help move the noticeboards to locations which will be nearer to the installation sites.

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

Queens Platinum Jubilee, Christmas Dinner

**15. To confirm date of the next Parish Council Meeting as Tuesday 01 February 2022 @ 7.00 pm in Oulton Community Centre.**

Confirmed.

The meeting closed at 9.10 pm.

Everyone was thanked for attending.