

Minutes of Parish Council Meeting held on Tuesday 6 July 2021 at 7.00pm via Zoom.

Parish Councillors (6) present	Jenny Hinton (Chairperson), Robin Hinton, Tony Knights, Jack Green, John Sarbutt, Paul Keyte
County Councillors	Keith Robinson, Eddie Back
District Councillors	Keith Robinson, Andree Gee, Eddie Back
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

The meeting was originally scheduled to be held in Oulton Community Centre. A Coronavirus Test and Trace alert had been received by a Councillor on the day of the meeting. It was agreed that for the safety of everyone attending that the meeting must be held by Zoom. Any decisions made will be ratified at the September 2021 meeting.

1. To receive and approve apologies for absence

Cllr Peter Collecott (due to contact with the Councillor who had been pinged by Test and Trace).

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

None.

3. To approve minutes of the Parish Council meeting held on 1 June 2021.

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

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

None.

5. To receive an update on the duly elected Councillor Steven Springford.

The Chairperson confirmed that Steven Springford had been very keen to become a Councillor and had submitted his papers before the deadline. Due to there being no other applications he had automatically become a Councillor. Steven Springford had attended the last PC meeting and afterwards decided he no longer wished to be a Councillor. The Clerk advised East Suffolk Council Elections and the vacancy has been readvertised.

6. To officially receive the resignation from former Councillor Mike Shaw.

A resignation letter had been received from former Cllr Mike Shaw. No reasons were given for the resignation. The Clerk advised East Suffolk Council Elections and the vacancy has been advertised.

7. To receive an update on the advertised Councillor vacancy to be filled by co-option.

No applications had been received for the co-option vacancy. The vacancy will be readvertised.

8. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. Clerk report accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Sarbutt.
- **County Councillor Keith Robinson:** Circulated monthly newsletter. Enquired if the PC still wanted the speed limit on Oulton Street increasing from 20 mph to 30 mph. Councillors unanimously confirmed that the speed limit should be increased. Clerk to action. County Cllr Keith Robinson will then put through the request and see what it costs.
- **County Councillor Edward Back:** As a new County Councillor has been attending online training sessions and face to face meetings. More than happy to contribute towards the cost of changing the

- speed limit on Oulton Street. It is hoped that when the Gull Wing is completed it will help with the traffic problems.
- **District Councillor Keith Robinson:** Reported that the late Prince Philip was a great believer in oak trees. Langley Park in Felixstowe and Woods Meadow Country Park will be given 7 oak trees each and a plaque to celebrate the Queens Platinum Jubilee which will be held in 2022. The oak trees will need watering and taking care of. The NP WG will discuss further in a meeting.
- **District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** None.
- **Neighbourhood Plan Working Group:** The Chairperson reported that the Neighbourhood Plan is coming together nicely, and a cycling policy is being written and will be included in the plan. John Thompson from Cycling UK will be attending the next Neighbourhood Plan Working Group meeting. The Chairperson thanked Cllr Knights for his help with the placement map of specific views.
- **Oulton Community Centre:** In the absence of Cllr Collecott the Chairperson gave a brief report. The Centre has a different atmosphere, there are currently 36 groups using the Centre and everyone attending are incredibly happy.
- **St Michael's Church:** The Chairperson reported that she had attended several Church events that week. Representatives of the PC had been invited to attend an NHS keyworkers and frontline staff garden party in the Church Hall. The garden party was held to thank everyone for keeping everything going. Thanks were given to the PC for their help and support. On 5 July 2021, the NHS celebrated 73 years of being in existence. To mark this event St Michael's Church bell ringers rang the bells 73 times – one for each year. This event was recorded, and a video will be uploaded onto the PC website. Churches throughout the whole country took part with bell ringing. The Chairperson reported that it was a very lovely evening.

9. Highways:

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

Cllr Sarbutt reported on a meeting with Anglian Water at Jenkins Green. Due to flooding, there is now a 40mm step on the footpath which is quite a hazard. A cone has been placed to advise those nearby to be careful. County Cllr Keith Robinson recommended going online and using the Highways reporting tool as you are issued with a log number and can track progress. Cllr Knights offered to show Cllr Sarbutt how to use the reporting tool.

Cllr Knights has a list of possible locations for further posts that the SID could be attached to. It was noted that SID cameras have been seen in other areas fixed to lampposts. County Cllr Keith Robinson confirmed that the use of lampposts for a SID would only be considered if there was no other option.

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

Cllr Knights had prepared a PowerPoint presentation showing the latest SID results and it was shared with those attending the meeting. The Chairperson thanked Cllr Knights and Cllr Robin Hinton for looking after the two SIDs, preparing the reports and the graphs. It was confirmed that the Police will attend a face-to-face meeting, when possible, to discuss the ongoing speeding of traffic.

10. Planning

- **To confirm the removal of former Cllr Mike Shaw as Chairperson of the Planning Working Group.**

The removal of former Cllr Shaw was confirmed.

- **To appoint a replacement Councillor on the Planning Working Group and to appoint a Chairperson.**

Cllr Keyte confirmed he would like to take a more active role in planning. It was agreed Cllr Keyte would be appointed as Chairperson of the Planning Working Group. Cllr Sarbutt and Cllr Knights are also on the Planning Working Group.

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

DC/21/2752/FUL Willow End, Hall Lane, Oulton, NR32 5DJ. Details of the planning application had been circulated to Councillors before the meeting. It was unanimously agreed that there were no objections to the application.

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

None.

11. Finance:

- **To receive the income and expenditure figures as at 30 June 2021 – It was noted.**
- **To note the bank balance as at 30 June 2021 – £67873.81**
- **To note receipts –**
 - Advertisements placed in The Oulton Messenger £38.00
 - Neighbourhood Plan funding £9815.00
 - Oldman Homes donation towards refurbishment of telephone box £250.00
- **To consider any grant applications – None**
- **To approve payments.**

Proposed by Cllr Robin Hinton and seconded by Cllr Green.

Payee	Value	Description
HMRC	£18.35	Income Tax & NIC
Mrs C Petersen	£1074.28	Salary, administrative expenses & mileage
Nest Pensions	£22.12	Contributions
Collective Community Planning	£3360.00	Neighbourhood Planning
Mrs C Moore	£75.00	Internal Audit
Oulton Community Council	£53.00	Meeting room/hall hire
Total	£4602.75	

12. To receive an update on re-roofing of Oulton Community Centre. Agree upon a course of action.

The Chairperson gave a report in the absence of Cllr Collecott. The Executive Committee of Oulton Community Council had held a meeting 2 July 2021 and after careful consideration had appointed Aldridge Roofing to carry out the works. Due to Covid and a backlog of work the re-roofing will be carried in the early part of 2022. Should the roof leak in the meantime Aldridge Roofing will make essential repairs until the whole roof can be properly repaired. The quote provided by Aldridge Roofing was considerably less than one of the other quotes who had been in the first round of quotes. £10k funding has been agreed by County/District Councillors. A Lottery Grant application will be submitted. Cllr Green wrote letters to local businesses asking, if possible, for financial help towards the roof works. No responses have yet been received. As the agreed roof quote is less than expected it is highly unlikely that the PC will be approached for financial help towards the roof. Cllr Keyte recommended that, if possible, it would be prudent to try to fix the price of the agreed quote given by Aldridge Roofing as prices could increase by next year.

13. To receive an update on the toddler swing at Brendon Close.

A survey had been carried out to ask Brendon Close area residents what they would like to see in their play area. The results highlighted a need for a bench for adults to sit on whilst children are playing and a swing for toddlers. An application for 50/50 match funding for the toddler swing had been submitted to East Suffolk Community Partnership. Unfortunately, there were too many applications, so the application was unsuccessful. East Suffolk Community Partnership suggested that this project would be suitable for help through Locality budgets on a 50/50 match funding basis. Recently the PC has been informed that Persimmon are going to build a play area next to the Limes Academy. The PC will seek to find out further information regarding this new play area and the equipment that will be installed.

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

The benches at Holly Hill and on Oulton Playing Field have been ordered with Waveney Norse and should be installed in August 2021. A small amount of CIL money has been used and gone towards the refurbishment of the telephone box. Most of the costs of replacement panels for the telephone box has been made possible due to a truly kind donation.

15. To receive an update on the telephone box at Camps Heath.

Two boxes of replacement panels have been ordered. A planter has been built and a noticeboard is being built. A planning application will be submitted to SCC after the sizes of the planter and noticeboard have been confirmed.

16. To consider the defibrillator quotes. Agree upon a course of action.

The Clerk had circulated defibrillator quotes from suppliers. Councillors carefully considered the defibrillator options which were all based on it being installed in a telephone box. It was agreed to purchase a Mindray C2 with carry case and a Shockbox DS2 cabinet at a cost of £1595 + VAT from Community Heartbeat Trust. Due to the difficulties with installing in a telephone box it was agreed to use an electrician that could be provided by Community Heartbeat Trust at a cost of £200 + VAT. District Cllr Andree Gee had already kindly confirmed that she would fund the purchase of the defibrillator from her Locality budget and was thanked immensely for her help with this project. Clerk to action.

17. To discuss the parking in the layby in Oulton Street. Agree upon a course of action.

The layby currently has a 4-hour limit and no return in 4 hours. A discussion took place, and it was agreed that if the restrictions were removed it could help with parking problems on Somerleyton Road and in Oulton Community Centre. County Cllr Keith Robinson confirmed he would be quite happy to take this forward after a request has been received in writing. Clerk to action.

18. To confirm the removal of former Cllr Mike Shaw as a bank signatory. Appoint a replacement signatory.

Due to the resignation of former Cllr Shaw, it was confirmed that he must be removed from the bank account. It was agreed that Cllr Sarbutt would be the replacement bank signatory. Clerk to action.

19. To confirm the appointment of the Internal Auditor for 2021/22.

The Internal Audit for the last financial year had been carried out by Catherine Moore. Councillors confirmed that they were incredibly pleased with the detailed report that she had prepared. It was agreed that Catherine Moore should be appointed for the next financial year end. Proposed by the Chairperson and seconded by Cllr Sarbutt.

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

Cllr Knights reported that the weeds around the pathways in Melrose Close and Stirling Close have been booked in for weed killing.

Cllr Sarbutt reported that due to the lack of regular grass cutting this year there has been an increase in hay fever.

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

None. Any decisions made in this meeting will be ratified at the September 2021 meeting.

22. To confirm date of the next Parish Council Meeting as Tuesday 07 September 2021 @ 7.00 pm in Oulton Community Centre.

Confirmed.

The meeting closed at 9.05 pm.

Everyone was thanked for attending. The Clerk was thanked for coordinating the venue changes which were carried out at the last minute.