

Minutes of Parish Council Meeting held on Tuesday 03 November 2020 at 7.00pm virtually via Zoom

Parish Councillors (8) present	John Murray, Jenny Hinton, Peter Collecott, Jane Murray, George King, Robin Hinton, Mike Shaw, Tony Knights
County Councillors	Keith Robinson, James Reeder (arrived at 7.10 pm)
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	3

1. To receive and approve apologies for absence

District Cllr Andree Gee (family commitment).

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

Cllr Jane Murray and Cllr Collecott declared an interest as members of Oulton Community Council. Cllr Jenny Hinton declared an interest as OPC liaison for Oulton Community Council.

3. To approve minutes of Parish Council meeting held on 2 November 2020

Accepted as accurate. Proposed by Cllr Jane Murray and seconded by Cllr Jenny Hinton.

4. To welcome the newly appointed co-opted Councillor and sign Declaration of Acceptance of Office form.

Cllr Tony Knights was officially welcomed onto Oulton Parish Council. Declaration of Acceptance of Office form signed.

5. To consider booking the new Councillor onto Councillor Training. Agree upon a course of action.

The Clerk had made enquiries with Norfolk Parish Training & Support regarding councillor training. NPTS had confirmed that they had space on their councillor training on 5 November 2020 and 6 November 2020. It was agreed that Cllr Knights should attend. The cost of the training is £50, and it was agreed that the training invoice could be paid outside of a meeting.

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

A parishioner raised concerns about the speed of traffic on Oulton Street. These concerns had previously been given to Cllr King who had brought it to a meeting on their behalf. The parishioner asked if there had been any progress with his previously raised traffic issues. His previous suggestion had been a chicane by the Blue Boar and restricting HGV's. Cllr Robin Hinton confirmed that two months of data had very recently been downloaded off the SID and Cllr Knights confirmed he would prepare a report the next day. County Cllr Keith Robinson reported that when the Third Crossing is completed traffic will be diverted down Millennium Way which should help to alleviate the traffic problem on Oulton Street.

A parishioner raised concerns about the letter that had been received asking for comments about moving the telephone box from Camps Heath. The parishioner said the telephone box is part of the community and is used as a landmark for visitors, holiday makers and delivery vehicles. The parishioner said it would be incredibly sad if it was moved and would be a great loss both emotionally and practically. The parishioner said that it could be used to house a defibrillator, to provide information on the Angles Way and Suffolk Wildlife Trust. The parishioner reported that flooding occurs by the telephone box when it rains hard and that the drain there is always blocked. The parishioner also reported that speeding in Camps Heath is a massively serious problem. Left at 7.28 pm.

7. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. Cllr Jenny Hinton thanked the Clerk for recently attending 29 Zoom Clerk training sessions in one week. The report was noted. Cllr Jane Murray reported to the Clerk (CP) that she would not be aware of the following, but the previous Clerk

(LW) had asked her to raise in this meeting the accuracy of previous minutes regarding VAT. Cllr Jane Murray reported that the previous Clerk (LW) stated that VAT had been claimed before by the Clerk before her (FA) and that she (LW) had filled in VAT forms. In response to this the current Clerk (CP) reported that no VAT had been reclaimed when she took over as OPC Clerk and that it is usual practice to reclaim VAT on a yearly basis just after the close of the financial year. The Clerk (CP) stated that the Internal Auditor reports year on year had also raised the issue that OPC had not been reclaiming VAT. Cllr Jenny Hinton recommended that the previous Clerk (LW) should put her complaint in writing so that it could follow proper agreed procedures.

- **County Councillor James Reeder:** A report, jointly prepared with County Cllr Keith Robinson, had been circulated to Councillors before the meeting and is available on the parish website. Reported on Sizewell C and that SCC do not support the application as it currently stands. Reported on the coronavirus pandemic and the importance of taking precautions. The Home but Not Alone as of today will be open Monday to Friday from 9.00 am to 5.00 pm. A new coronavirus leaflet will be delivered to households. People who find themselves getting in real difficulty through redundancy should ring 0800 068 3131.
- **County Councillor Keith Robinson:** Reported that grant funding is available through the Hardship Fund. Provided updates in Public Participation and Highways items.
- **District Councillor Andree Gee:** None.
- **SALC:** The Chair reported attended several meetings with SALC. In these meetings it was confirmed that there is tendency to get a lot of repetition of coronavirus information.
- **Neighbourhood Plan Working Group:** Cllr Jenny Hinton reported that the WG has had a remarkably busy month. Virtual meetings have been held with AECOM to discuss Design Codes and Housing Needs Assessment. Collective Community Planning (CCP) prepared a draft Evidence Base report which will be circulated to council when it is finished. CCP are preparing questions that will cover any gaps in the previous Oulton Questionnaire. It has been suggested to the residents near the pond at Jenkins Green that they form their own community group to help look after the pond.
- **Oulton Community Centre:** Cllr Collecott reported that the defibrillator has now been installed on an outside wall at the Community Centre. Anyone in need of a defibrillator should phone 999 and the emergency service will advise them of their nearest one and they will be given a code for the cabinet. The defibrillator at OCC when opened will guide you through how to use it. Five windows at the Community Centre need to be replaced and a contractor has been appointed to carry out the work.

At 8.02 pm a seven-minute comfort break was given.

8. Highways:

- **To receive a report on outstanding highways issues:** County Cllr Keith Robinson reported that there will be a change of speed to 30 mph in Hall Lane and Wood Lane. Reported that the Police are setting up a Neighbourhood Speedwatch.
- **To consider the proposed diversion of parts of Oulton Public Footpaths Nos7 and 8 and confirm a response:** Details had been forwarded to Councillors before the meeting. Resolved that OPC fully support this diversion as it will go around the school and not across the school.

9. Planning:

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

The following planning application will be considered outside of a PC meeting by the OPC Planning Committee and further details are on the OPC website:

DC/20/4047/FUL Consultation deadline 9 November 2020

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

DC/20/3377/FUL – Granted

Resolved that due to the ongoing coronavirus situation a Zoom Planning Committee meeting will be held on a Friday before the planning application consultation submission date.

County Cllr James Reeder and County Cllr Keith Robinson left at 8.47 pm.

10. Finance:

- **To receive the income and expenditure figures as at 30 October 2020** – It was noted.
- **To note the bank balance as at 30 October 2020** - £49292.45
- **To note receipts** – East Suffolk Council - Community Infrastructure Levy- £11879.00
- **To confirm transferring the Community Infrastructure Levy Funds into Savings Account number 1** – Confirmed.
- **To consider the grant applications received and process in accordance with Oulton Parish Council Grant Awarding Policy:**

One completed Grant Application form had been received and this was considered in accordance with the OPC Grant Awarding Policy.

I. Suffolk Accident Rescue Service. Refused.

- **To approve payments.**

All expenditure approved. Proposed by Cllr Jenny Hinton and seconded by Cllr Jane Murray.

Payee	Value	Description
Suffolk Association of Local Councils	£30.00	Planning training 23 September 2020
Mrs C Petersen	£860.28	Salary, administrative expenses & SLCC shared subscription
HMRC	£19.20	National Insurance
Collective Community Planning	£1500.00	Development of Neighbourhood Plan Evidence Base and attendance at virtual meeting on 26 October 2020
Warman Electrical	£180.00	Installation of defibrillator
Parish Online	£220.80	Mapping for 1 year
Mr B Hunter	£18.50	Reimbursement for Remembrance Day wreath
Total	£2828.78	

At 8.57 pm, in accordance with Standing Orders 3x, it was resolved that the meeting should continue beyond the two-hour time limit. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton.

11. To consider items for inclusion in the 2021/22 draft budget for December 2020 PC meeting,

The following suggestions were provided to help the Clerk with preparing a draft budget: training for Councillors, election costs, fence around the outdoor gym, bench in Fisher Row by the river, picnic bench at Cambrian Crescent.

12. To confirm a budget setting meeting date in January 2021.

Resolved that the budget setting meeting will be held on Friday 14 January 2021 at 7.00 pm.

13. To discuss suggestions for the recently received Community Infrastructure Levy payment. Agree upon a course of action.

See item 11.

14. To receive an update on the latest councillor vacancy. Agree upon a course of action.

The Notice of Vacancy has expired, and ESC have confirmed the vacancy can be filled by co-option. Posters have been displayed in the noticeboards and on the website. Interviews will be held on Monday 30 November 2020 at 6.00 pm.

15. To agree upon the Clerk's shared formula for subscription to Society of Local Council Clerks and future training.

Resolved that the Clerks shared formula for subscription would be as follows: two smaller parishes would each pay 25% and Oulton PC would pay 50%.

16. To consider the results of the telephone box consultation. Agree upon a course of action.

The Clerk had prepared a report detailing the results on the telephone box consultation and this had been circulated before the meeting. Council were really pleased to see the support that the consultation had received. The report highlighted that the residents in Camps Heath were unclear who was responsible for the telephone box. It was agreed that the Clerk should contact the Camps Heath residents who had responded. A telephone box action plan covering maintenance, intended use and responsibilities will be requested from the Camps Heath residents and then presented to Oulton Parish Council for their consideration. It will be recommended that those who have shown a keen interest in keeping the telephone box in Camps Heath should consider joining the NP WG. Cllr Collecott reported that if the telephone box were moved to Oulton Community Centre that it would need electricity and the only place available would be to take up a much needed disabled car parking space near to the building. Permission would also need to be sought from Oulton Community Council.

17. To receive an update on the defibrillator.

A report had been provided earlier in the meeting by Cllr Collecott. Thanks were given to all those who kindly donated to make the purchase of the defibrillator possible. Information on the defibrillator is on the parish website.

18. To consider the suitability of the PC printer. Agree upon a course of action.

The Clerk reported that even though the current PC printer is only about two years old it does not print in colour. Any documents such as maps, posters, notices, and Standing Orders that need colour printing she has been using her own personal printer. It was agreed that the Clerk should source three quotes and give an update at the next meeting.

19. To receive an update on the parking of lorries in Mobbs Way.

XPO Logistics have now installed the agreed litter bins and it has been noticed that they are being used. Notices have been placed on the fencing. XPO Logistics have kept the PC informed and their co-operation with this matter is much appreciated.

20. To receive an update on Woods Meadow Country Park.

Cllr Jane Murray reported that the Woods Meadow Friends Group has been working with the Bonds Meadow Community Group. Woods Meadow Friends Group would very much welcome more volunteers.

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

Cllr Robin Hinton reported that a resident had advised him about mud on Lime Avenue and the lack of a dog bin causing dog fouling problems. These issues have already been forwarded onto District Councillors. Clerk to contact Norse and make enquires about dog fouling signs.

Cllr Knights reported that he had downloaded data from the SID and will pass on the results to County Cllr Keith Robinson. Cllr Knights was thanked for managing to download the data.

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

SID results, draft policies for adopting.

23. To confirm date of the next Parish Council Meeting as Monday 30 November 2020 @ 6.00 pm via Zoom – co-option interview meeting.

To confirm date of the next Parish Council Meeting as Tuesday 1 December 2020 @ 7.00 pm via Zoom.

Confirmed.

Everyone was thanked for their attendance.

The meeting closed at 9.44 pm.