

Minutes of Parish Council Meeting held on Tuesday 01 December 2020 at 7.00pm virtually via Zoom

Parish Councillors (8) present	Jenny Hinton (Chair), Peter Collecott, Jane Murray, George King, Robin Hinton, Mike Shaw, Tony Knights, Jack Green
County Councillors	Keith Robinson, James Reeder
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

1. To receive and approve apologies for absence

None.

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

Cllr Murray and Cllr Collecott declared an interest as members of Oulton Community Council. The Chair declared an interest as OPC liaison for Oulton Community Centre.

3. To approve minutes of Parish Council meeting held on 30 November 2020

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

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

Cllr Jack Green 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.

Cllr Green to be booked onto councillor training with Norfolk Parish Training & Support. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

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

None.

7. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. The report was noted. Accepted as accurate. Proposed by Cllr Knights and seconded by Cllr Robin Hinton.
- **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 coronavirus and the need to still be extremely careful. There will be a national coronavirus review about the tier levels on 16 December 2020.
- **County Councillor Keith Robinson:** Reported that East Suffolk Enabling Communities Budget will be used to apply for funding of a Speed Information Device in Oulton which will help to address speeding traffic. This will be a shared funding application with County Cllr Keith Robinson, County Cllr James Reeder, and District Cllr Andree Gee. OPC Councillors thanked the County and District Councillors very much for their help with the SID project. Clerk to complete the ECB application form.
- **District Councillor Andree Gee:** Reported that at James Paget Hospital there have been recorded 147 coronavirus deaths this year but nearly all had underlying health issues. The Third Crossing will be started to be built in the New Year. The harbour flood defences are going ahead. A Sizewell C meeting is due to be held in a weeks' time. Meetings and training sessions continue to be by Zoom.

Confirmed that from her District Councillor budget £2000 has been donated towards the cost of repairs to the roof at the Oulton Community Centre and £1000 has been allocated to the SID for Oulton. Confirmed that all her budget for this year has now been spent and the original agreement of funding for a second defibrillator would now come out of the 2021/22 budget. OPC Councillors thanked District Cllr Andree Gee very much for the offer of funding a second defibrillator.

- **SALC:** None.
- **Neighbourhood Plan Working Group:** The Chair reported that the WG meeting on 23 November 2020 had also been attended by 3 residents from Camps Heath who had joined the meeting to discuss the telephone box. The residents confirmed that they would be prepared to put up CCTV to keep an eye on the telephone box and to tidy up the area around the telephone box. There is electricity in the telephone box which could be used for a defibrillator. A cash sum has been offered to help with the refurbishment of the telephone box. Collective Community Planning have almost finished preparing a survey which will cover in greater depth the environment, heritage assets, housing, and infrastructure. The survey will be delivered to all households in Oulton. The Jenkins Green pond residents will be registering themselves as an official Community Group. The group would like to paint the fence and have asked if OPC would consider helping with the cost of purchasing the paint. Really pleasing to see all the work the Jenkins Green pond group have already accomplished.
- **Oulton Community Centre:** Cllr Collecott reported that the contract had been signed for installation of 6 new windows and these will be installed in January 2021. Four quotes have been received for the work that is urgently required to the roof. A meeting will be held with Community Council members and a contractor will then be agreed upon.

8. Highways:

- **To receive a report on outstanding highways issues:** Potholes in Hobarts Way have been reported to SCC. A parishioner had emailed the Clerk regarding mud on the road at Lime Avenue. Details to be forwarded to County Cllr Keith Robinson. It was reported that the bins on Mobbs Way were overflowing due to them being too small for the volume of rubbish. Clerk to ask ESC to see if the bins could be emptied when they attend to dog bins. County Cllr Keith Robinson to forward SID post application form for completion which will allow for more agreed SID locations. Cllr Knights had downloaded the data off the SID and prepared graphs. Hall Lane speed reduction has been approved. A Speedwatch Group is being formed on Sands Lane and a similar group could perhaps be set up for Oulton Street.

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/20/4649/FUL Consultation deadline 14 December 2020

DC/20/4361/ARM Consultation deadline 17 December 2020

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

DC/20/3296/LBC – Granted

County Cllr James Reeder and County Cllr Keith Robinson left at 7.57 pm.

10. Finance:

- **To receive the income and expenditure figures as at 30 November 2020** – It was noted.
- **To note the bank balance as at 30 November 2020** - £55740.97
- **To note receipts** – None.
- **To approve payments.**

All expenditure approved. Proposed by Cllr Knights and seconded by Cllr Robin Hinton.

Payee	Value	Description
Mrs C Petersen	£809.34	Salary, administrative expenses
HMRC	£19.20	Income Tax
Collective Community Planning	£300.00	Attendance at virtual Neighbourhood Plan meeting on 23 November 2020
Suffolk Association of Local Councils	£30.00	Planning webinar 14 October 2020
Norfolk Parish Training & Support	£50.00	Councillor training (T Knights)
Total	£1208.54	

11. To approve and sign the CIL Report dated 1 April 2019 to 31 March 2020.

The CIL Report had been circulated before the meeting. Accepted as accurate. Proposed by Cllr Collecott and seconded by Cllr Knights. Report signed by Clerk/RFO and Chair. Clerk to action.

12. To confirm removal of a bank signatory and appoint a new bank signatory.

Resolved to remove former councillor John Murray and appoint Cllr Knights. Proposed by Cllr King and seconded by Cllr Jane Murray.

13. To consider the Subscription Comparison Report. Agree upon a course of action.

The Clerk had prepared a Subscription Comparison Report which had been circulated to Councillors before the meeting. Quotes were considered from the current subscription provider, SALC and Norfolk Parish Training & Support (NPTS). The Clerk had been unable to source a third quote. It was noted that SALC have increased their fees every year and the coming year there will be a 3% increase. The quote from NPTS was £250 for the year compared to the SALC quote of £1055.93. OPC have been using NPTS for councillor training and the Clerk regularly attends their clerk networking sessions. Resolved to appoint Norfolk Parish Training & Support for subscription of 2021/22. Proposed by Cllr Murray and seconded by Cllr Robin Hinton.

14. To consider items for inclusion in the 2021/22 budget.

Preparation and distribution of a regular newsletter had already been included for consideration in the OPC Action Plan. Cllr Green is familiar with producing newsletters and offered to get three printing quotes before the budget setting meeting. Currently there is provision in this year's budget for playground replacement expenses and adult recreation equipment. Responsibility for play areas and equipment is currently being investigated and these results will help with budget setting for 2021/22

15. To consider a road name for the next phase of Oldman Homes development.

Unanimously agreed that the road should be named Swan Drive, in remembrance of the late former Councillor Charles Swan. Clerk to action.

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

Cllr Murray had circulated her report to councillors before the meeting. It was noted.

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

Potential allotment locations.

18. To discuss personal leaving presents for those who have recently resigned from Oulton PC.

Discussed and agreed upon.

19. To confirm date of the next Parish Council Meeting as Thursday 14 January 2021 @ 7.00 pm via Zoom.

Confirmed.

Everyone was thanked for their attendance and wished a Merry Christmas and a Happy New Year.

The meeting closed at 8.52 pm.