

## Minutes of Annual Parish Council Meeting held on Tuesday 05 May 2020 at 6.30pm virtually via Zoom

<b>Parish Councillors (6) present</b>	John Murray, Colin Butler, Jane Murray, George King, Jenny Hinton, Robin Hinton
<b>County Councillors</b>	Keith Robinson, James Reeder
<b>District Councillors</b>	Keith Robinson, Andree Gee
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	3

### 1. To elect Chair and sign Declaration of Acceptance of Office

Resolved that Cllr John Murray be elected as Chair. Proposed by Cllr Robin Hinton and seconded by Cllr Jenny Hinton. Declaration of Acceptance of Office form signed.

### 2. To elect Vice-Chair and sign Declaration of Acceptance of Office

Resolved that Cllr Jenny Hinton be elected as Vice-Chair. Proposed by Cllr Jane Murray and seconded by Cllr Robin Hinton. Declaration of Acceptance of Office form signed.

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

Cllr Collecott due to technical issues, Cllr Graham due to family commitments, Cllr Jefferson due to technical issues and District Councillor Edward Back due to technical issues.

### 4. To receive the sad news of the recent death of former parish councillor Charles Swan

The Chair informed members of the death of former parish councillor Charles Swan who had served 37 years on Oulton Parish Council as footpaths officer, Vice-Chair and eventually Chair. The Council expressed their condolences to his family. The funeral cortege will depart from his home on 11 May at 14.00. Councillors are invited to assemble along the road outside his home, observe social distancing, to show appropriate respect to this remarkable man.

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

Cllr Jane Murray declared an interest as a member of Oulton Community Council.

### 6. To approve minutes of Parish Council meeting held on 14 April 2020

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

### 7. To consider and adopt Draft Standing Orders dated May 2020

Resolved to approve the Draft Standing Orders dated May 2020. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton. Document will be reviewed by the Policy Working Party in due course and made more personal to OPC.

### 8. To consider and adopt Draft Financial Regulations dated May 2020

Resolved to approve the Draft Financial Regulations dated May 2020. Proposed by Cllr Robin Hinton and seconded by Cllr Jenny Hinton. Document will be reviewed by the Policy Working Party in due course and made more personal to OPC.

## 9. To review asset register dated March 2020

Clerk had prepared an asset register as at 31 March 2020. Resolved to approve the figures which has been restated due to VAT now being reclaimed. Enquiries to be made regarding two possible OPC assets that are currently not on the asset register – a grit bin and a life belt by the pond at Jenkins Green.

## 10. To consider and agree upon Member and Officer Responsibilities

To be carried forward and reviewed by the Policy Working Group.

## 11. To determine dates of Council meetings for the next year

Resolved that the dates for the Council meetings for the next year will be: 2 June 2020, 7 July 2020, 1 September 2020, 6 October 2020, 3 November 2020, 1 December 2020, 2 February 2021, 2 March 2021, 6 April 2021, 4 May 2021 (Annual Parish Council Meeting) and 14 May 2021 (Annual Parish Meeting). (There are no meetings in August and January).

## 12. To agree any changes to the nominated bank signatories

The Unity Trust Bank account has Cllr John Murray and Cllr Graham as signatories. Mr Brian Hunter and Mr John Grist are temporarily on the account to allow the funds from Barclays to be transferred. Resolved to add Cllr Jenny Hinton and Cllr King as signatories on the Unity Trust Bank account. Clerk to action.

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

Steve Jackman, a website developer, was invited into the meeting and ran through his revised website proposal and answered questions. Steve confirmed the website could be set up within a month. His proposal included training the clerk on using the website and will cover aspects of accessibility. The training will require 10 hours of the clerk's time. Steve was thanked for attending and left the meeting.

## 14. Reports from:

- **Parish Clerk:** Circulated to councillors before the meeting. It was noted that it was disappointing that OPC had not been reclaiming VAT. Clerk has submitted a VAT reclaim back to 2016.
- **County Councillor Keith Robinson:** Reported on coronavirus testing that is being carried out at Water Lane, PPE is not a major problem here and Care Homes have adequate supplies, road markings are to be carried out on Oulton Street, boundary changes have been postponed until next year, recommended reporting potholes using the reporting tool on the following link <http://highwaysreporting.suffolk.gov.uk>. Cllr Jane Murray enquired about where it would be possible to plant trees on grounds belonging to ESC. It was confirmed that land had been earmarked for the Woods Meadow development and planting of trees is part of that development. It was suggested that locals could get together and plant more trees.
- **County Councillor James Reeder:** Emphasised the importance that in a medical emergency you should still ring your GP or dial 999, a Home, But Not Alone leaflet is currently being delivered to every household in Suffolk, Access Community Trust are preparing 100 meals a day and it is great that people are being looked after by their own network.
- **District Councillor Andree Gee:** Reported on the news that the Third Crossing has finally got the go ahead, East Suffolk Council have provided large amounts of money to small businesses affected by furlough, East Suffolk Council have not held any meetings since late March 2020 however will soon be holding meetings using Zoom.
- **SALC** – Significant providers of coronavirus information. Provide training for councillors and the Clerk which in turn enables the council to run more effectively.

## 15. To consider the applications received for the Councillor vacancy. Appoint a parish councillor.

OPC had received two applications for the Councillor vacancy and their details had been circulated to Councillors prior to the meeting. The Zoom waiting room was used in turn for each applicant. The applicants were allowed time to give a brief presentation and then answer a few questions. Both applicants were transferred to the waiting room and a majority vote was achieved. Both applicants returned to the meeting and the Clerk will update each applicant in the next few days on the decision of OPC.

**At 20.51 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 Butler.**

**16. To appoint an Internal Auditor for the financial year ending 31 March 2020**

Resolved to appoint Mr Chris Punt as the Internal Auditor. Proposed by the Chair and seconded by Cllr Jenny Hinton.

**17. To receive an update on Unity Trust Bank**

Chair reported that OPC had verbally, earlier in the year, agreed in a PC meeting to source a new bank however this had not been recorded in the minutes. Resolved to confirm that Unity Trust Bank would be the new OPC bank. Proposed by Cllr Jenny Hinton and seconded by Cllr Butler. Clerk confirmed that the Unity Trust Bank accounts

were now open, paying-in books and a cheque book had been received. The Clerk was thanked for setting up the new bank accounts.

**18. To consider appointing a Policy Advisory Committee or Working Group. Agree upon a course of action.**

To be carried forward and considered at a later date.

**19. To discuss the coronavirus lockdown. Agree upon a course of action.**

Councillors were thanked for helping to compile, print and distribute the coronavirus leaflets to selected homes in Oulton. It was noted that the leaflets were much appreciated by their recipients.

**20. To receive an update on the new parish website. Agree upon a course of action.**

Discussed already with Steve Jackman in Public Participation. Resolved to appoint to Steve Jackman to set up the new OPC website. Clerk to action.

**21. To consider using standardised councillor email addresses. Agree upon a course of action.**

Resolved that Councillors will use standardised Gmail addresses for council business. Clerk to action.

**22. To receive an update on Woods Meadow Country Park.**

Woods Meadow Country Park Management Plan and April 2020 newsletter have been uploaded onto the parish website.

**23. To discuss Clerk shared training and networking attendance. Agree upon a course of action.**

The Clerk is clerk to three parishes. The other two parishes will need to be consulted and an agreement made between all three to confirm how clerk training and networking can be apportioned. Agreed to carry forward and discuss at a later date.

**24. To receive an update on the leaving gifts**

Former Councillor John Grist had sent thanks to OPC for the lovely gifts which had been sent to him and his wife. Former Parish Clerk Lynne Ward had sent thanks for her lovely gift which is going to be positively useful.

**25. Planning:**

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

DC/20/1350/FUL. The planning committee had considered the application for a first floor extension. This is an amendment to previous application DC/15/0115/FUL which OPC approved on 30 January 2015. Resolved that OPC had no objection to this application.

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

DC/20/0604/FUL. East Suffolk Council refused to permit the proposed development (08/04/20).

**26. Highways:**

- **To receive a report on outstanding highways issues:** Bentley Drive is to be resurfaced this week.

**27. Finance:**

- **To receive the income and expenditure figures as at 30 April 2020** – It was noted.
- **To note the bank balance as at 30 April 2020** - £34953.56
- **To note receipts** – East Suffolk Council £12500.00
- **To note grants** - None
- **To approve payments.**

All expenditure approved. Proposed by Chair and seconded by Cllr Jenny Hinton.

<b>Payee</b>	<b>Value</b>	<b>Description</b>
HMRC	£2.05	Employer National Insurance
East Suffolk Council	£2364.97	Payments made on behalf of OPC
Mrs C Petersen	£746.88	Salary
<b>Total</b>	<b>£3113.90</b>	

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

Cllr Jenny Hinton expressed concerns that Cllr Collecott has not being able to attend recent virtual PC meetings. She offered to visit Cllr Collecott and see if she and the Clerk could get him able to use Zoom.

Cllr Robin Hinton reported on 2 incidences of fly tipping.

Cllr Jayne Murray reported on fly tipping in Church Lane which has now been removed.

Cllr Butler reported on an arsonist setting fire to dog bins in Gunton.

The Chair reported on the overflowing dog bin by the Church.

Cllr Jane Murray reported on the defibrillator which is ready to be installed at Oulton Community Centre. There has been a slight delay to the installation due to the coronavirus.

Cllr Jane Murray provided an update from The Limes Primary Academy and confirmed that it is looking positive for a defibrillator to be housed outside the school on the electricity station.

Cllr Jane Murray reported having contacted Persimmon suggesting that they might like to help the community by refurbishing the telephone box at Camps Heath.

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

None.

**30. To confirm date of the next virtual Parish Council Meeting as Tuesday 2 June 2020 @ 7.00 pm.**

Confirmed.

The meeting closed at 21.46 pm.