

Oulton Parish Council

Minutes of Parish Council Meeting held on Tuesday 4th March 2025 at 7.00pm in Oulton Community Centre

Parish Councillors (7) present	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Peter Bryant, Peter Collecott, Robin Hinton, Joanne Illingsworth, Tony Knights, Hilary Sarbutt & Chris Smith
County Councillors	
District Councillors	Andree Gee
Also in attendance	Rebecca Morris (Clerk)
Members of the public	2

The Chair welcomed everyone to the meeting.

To receive and approve apologies for absence: Cllr E Back

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

Cllr T Knights, Cllr J Illingsworth, Cllr P Collecott declared a non-pecuniary interest as Trustee of Oulton Community Centre and Rebecca Morris Clerk as administrator of Oulton Community Centre.

To approve minutes of the Parish Council meeting held on the 4th February 2025.

The minutes of the meeting held on 4th February 2025 were missing some points and need amendment before issuing. First point raised was that page number was incorrect. Second point raised was a salient point was missing, stating clerks comments, under **Oulton Community Centre** section 2. Section 3, also under **Oulton Community Centre** has been added, regarding correspondence to Cllr P Collecott. proposal by Cllr P Collecott and second, Cllr R Hinton all in favour. The minutes have not been signed.

Adjournment for Public Participation (15 minutes allowed for)

This provides an opportunity for members of the public to raise questions and comment on items on the agenda before the Council makes decisions. – Nothing to comment on.

Reports from:

- **Parish Clerk:**
 - 1) Chris Punt has agreed to do the year end accounts, but this will be his last year, so we will need to make enquiries for a new accountant for next tax year.
 - 2) Understanding Planning course with NPTS, which I'd like to attend on 13th March. Approved by all.
 - 3) WIX Website Support. Are we happy to renew again for this year? Moved by Cllr T Knights, seconded by Cllr P Bryant and agreed by all to cancel subscription.
 - 4) Whole Council Training, NPT can do 2nd, 23rd & 30th April (Wednesday evenings). This has already been paid for but can always ask for refund. Send email reminding of dates. 2nd April agreed with all.
- **Chairmans Report:**
 - 1) St Michaels Church OPT, had a visit to the foodbank. Had a good tour around. Based down Canning Road at the old registrar office. Only provide crisis basic foods. Donations to OPT should only be available for residents in the Oulton area. In the last 6 months, 52 families have been feed through the foodbank in Oulton, on average these families are returning 6 times. Vouchers between £30 and £90 have also been issued. Have encouraged OPT to put in a grant application to help feed people in Oulton only for the value of £1000.00, this has been moved by Cllr J Illingsworth, second by Cllr J Sarbutt, all in agreement.
- **County Councillors** – No councillor available
- **District Councillors – Andree Gee:** No County elections this year, so existing Council will be place until 2027, potentially 2028. Full council meeting held in of February and the budget went through, although one item wasn't particularly in favour, that being car parking charges in Waveney. They will increase from £1.50 for 2 hours, to £4.00 for 2 hours and from £4.00 to £8.00 for whole day. Cllr J Sarbutt stated in Yarmouth parking was £6.00 to park along the seafront, also saying it will turn people away. Cllr R Hinton said carpark in Gorleston is free and the area is very busy, which Cllr P Bryant added is the same in Beccles. Cllr P Collecott says he been in a carpark where out of towners didn't know how to use some of the carpark ticket machines, so they decide to leave this town and go elsewhere.

- **Oulton Community Centre:** Cllr P Collecott has said not had a lot of involvement in the past, but has a few issues that need to be addressed. One being the boarded area above window in small hall, looks like a leak, but he will go around to make sure centre is up to scratch.
- **St Michael's Church & OPT:** Mentioned in Chairmans Report.

Planning

- **To receive new planning applications and make comment – DC/25/0285/FUL** Change of use of office (Use Class E(g)) into Home to School Transport Ancillary Facilities (Sui Generis) Use - Unit 1B, Mobbs Way Business Park, Mobbs Way, Oulton, Lowestoft Suffolk – **No Objections response sent.**
- **To receive results and updates on outstanding applications –** Nothing to report.

Finance: Income & Expenditure as at 28th February 2025 received.

Payment Schedules

Payee	Value	Description
Norfolk Parish Training	£104.00	Training C Smith & Clerk
Oulton Community Centre	£23.75	February Room Hire – OCC
Clerk Salary	£637.36	February 2025 Salary
Clerk Salary	£26.36	Underpayment January 2025 Salary
PW Waters	£151.26	Top Soil Jenkins Green Pond
R Morris	£104.98	Norton Annual Subscription
R Morris	£84.99	Microsoft 365 Annual Subscription
Total	£1132.70	

Income Received – £1200 returned from OCC, for original office grant in 2022.

To agree payment of invoices and other expenses: Payments – Proposed by Cllr R Hinton and second by Cllr H Sarbutt – All approved

To consider grant applications: - .OPT grant discussed in Chairman's Report. Grant for Pathways received for £1000, this has been rejected as we only support smaller charities with lesser income. Perhaps we can point them in the direction of Lowestoft Town Council, if they cannot help the can come and ask us again, but for less money - Proposed by Cllr J Sarbutt and second by Cllr P Collecott. 5 not in favour, 4 in favour. Clerk to write to Pathways.

To receive an update on the purchase assets using CIL money: Cllr H Sarbutt emailed Asset Management team again and still awaiting response from them, to move forward and put lending library in situ. Cllr A Gee to make contact with them.

Chairmans report part 2: Clerk was asked if she wanted to leave the room, which she did so. During this time, no minutes were taken by the Clerk, the below points were documented by Cllr P Bryant.

Cllr J Hinton continued with the following points: -

The community centre meeting on 22nd Feb resulted in a corresponding letter received stating that there was a unanimous decision from the trustees that the PC are no longer welcome in the Community Centre and the financial contribution the PC made for converting the office should be returned to the PC.

The Council agreed that the Clerk should now work from home both due to the CC decision and also because of Fire Safety concerns with the office door and the window having a grill preventing escape if there was a fire.

The Parish Council needs to find a new location for meetings and Parkhill was put forward as a new venue.

The clerk/PC needs to look into finding a new place to store its documentation currently in the Community Centre office and cupboard. It was suggested that this could be digitised.

The Chair Cllr J Hinton, Vice Chair Cllr J Sarbutt, Cllr R Hinton and Cllr H Sarbutt all resigned from their positions.

Meeting did not continue after this.

The meeting closed at 20:45 approximately