

Minutes of Extraordinary Parish Council Meeting held on Thursday 20 August 2020 at 7.00pm virtually via Zoom

Parish Councillors (7) present	John Murray, Peter Collecott, Colin Butler, Jane Murray, Jenny Hinton, Robin Hinton, Mike Shaw
County Councillors	Keith Robinson
District Councillors	Keith Robinson
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

1. To receive and approve apologies for absence

Cllr King (holiday), Cllr Jefferson (technical issues) and District Cllr Edward Back, County Cllr James Reeder and District Cllr Andree Gee.

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

Cllr Collecott and Cllr Jane Murray declared an interest as members of Oulton Community Council.

3. To approve minutes of Parish Council meeting held on 07 July 2020

It was agreed that the last sentence of the report from County Cllr Keith Robinson should be deleted. Accepted as accurate. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton.

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

None.

5. To appoint a Chair and Vice-Chair on the Planning Committee

Resolved to appoint Cllr Butler as Chair. Cllr Shaw after receiving training will take over the Chair position. Resolved to appoint Cllr Jane Murray as Vice-Chair. Resolved to add Cllr Shaw onto the Planning Committee. Proposed by Cllr John Murray and Cllr Robin Hinton.

6. To confirm restarting of the Oulton Neighbourhood Plan. Agree upon a course of action.

Resolved to restart the Oulton Neighbourhood Plan. Confirmed that the Clerk should contact Mark Thompson at Collective Community Planning to arrange for the Neighbourhood Plan to be restarted. Proposed by Cllr Collecott and seconded by Cllr Robin Hinton.

7. To consider appointing the Clerk as Neighbourhood Plan Project Manager.

The Clerk confirmed that she would be prepared to take on the role of Neighbourhood Plan Project Manager. Proposed by Cllr Robin Hinton and seconded by Cllr Jenny Hinton.

8. To confirm Members on the Neighbourhood Plan Working Group.

Members on the Neighbourhood Plan Working Group were confirmed as Cllr Jenny Hinton, Cllr Collecott, Cllr Shaw and Cllr Robin Hinton. At least three volunteers will be sourced, who live in Oulton, to help with this project.

9. To appoint a Chair and Vice-Chair on the Neighbourhood Plan Working Group.

Resolved to appoint Cllr Jenny Hinton as Chair and Cllr Collecott as Vice-Chair of the Neighbourhood Plan Working Group.

10. To confirm attendees at the SALC Planning training sessions.

Resolved the following should attend the Planning training sessions – Cllr Jenny Hinton, Cllr Jane Murray, Cllr Shaw, Cllr John Murray and the Clerk. County Cllr Keith Robinson kindly offered to consider contributing to this training from his Locality budget. Clerk to action.

11. To agree upon Councillor training provider and agree upon the attendees.

The Clerk had circulated prior to the meeting various training provider options. Resolved to go ahead with booking virtual councillor training with Norfolk Parish Training & Support for Cllr Jenny Hinton, Cllr Robin Hinton, Cllr Shaw, Cllr Jane Murray and Cllr King. Clerk to action.

12. To receive an update on the defibrillator and agree upon a course of action.

The electrician who was going to install the defibrillator has been busy. The Clerk contacted Heart 2 Heart and a date was given for the electrician to come and install the defibrillator. Oulton Community Centre require an electrical safety certificate for any electrical works done and unfortunately when the Clerk checked with Heart 2 Heart the electrician was not able to provide the necessary certificate. The Clerk has started to contact electricians who would be able to provide a certificate. One electrician so far has agreed to come out and provide a quote. Ideally a further two quotes will need to be sourced for council to consider at their next meeting.

13. To consider and agree upon the delivery method of the next meeting.

County Cllr Keith Robinson informed those present that it is not possible to hold live meetings. The Clerk had also circulated details sent through by SALC/NALC and this information stated that live meetings could only be held if virtual meetings were not possible. A vote was taken and holding the next meeting via Zoom came out as a majority vote. Resolved that the next meeting would be held via Zoom. As the coronavirus situation constantly changes the October meeting delivery method will be considered nearer the actual meeting time.

14. To resolve to close the meeting to the public.**Confidential: To discuss Contract of Employment for Clerk/RFO**

The Clerk left the meeting and was called back in after discussions had taken place. The Clerk was advised that she had successfully completed her probation period, and this would be confirmed in writing. Resolved that the Clerk would be paid an extra 2 hours per week for the duration of the Neighbourhood Plan work.

15. To confirm the date of the next Parish Council Meeting as Tuesday 1 September 2020 @ 7.00 pm.

The Chair thanked everyone for attending and the Clerk for setting up the meeting.

The meeting closed at 21.00 pm.