

Oulton Parish Council

Minutes of Parish Council Meeting held on Tuesday 5th November 2024 at 7.00pm in Oulton Community Centre

Parish Councillors (7) present	Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Peter Bryant, Robin Hinton, Joanne Illingsworth, Tony Knights & Hilary Sarbutt
County Councillors	
District Councillors	Andree Gee
Also in attendance	Rebecca Morris (Clerk)
Members of the public	3

The Chair welcomed everyone to the meeting.

To receive and approve apologies for absence: Cllr P Collecott & Cllr E Back

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

Cllr T Knights declared a non-pecuniary interest as Trustees of Oulton Community Centre.

To approve minutes of the Parish Council emergency meeting held on the 17th October 2024.

The minutes of the meeting held on 17th October 2024 were agreed after a proposal by Cllr R Hinton and second, Cllr H Sarbutt all in favour. The minutes were signed by the Chairperson.

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.

Cllr A Gee has asked for an update on the Fat & Bone factory situation. Advised that the County have put an objection as the bridleways are not the correct width, they should be 3mtrs. It is being held on that one issue alone at the moment. Oulton Parish Council still do not know who Oulton Broad Landscape Team are, since they are being included in correspondence.

Reports from:

- **Parish Clerk:**
 - 1) Jess Assato has invited Clerks and Councillors to a Public Meeting regarding assisted dying on 21st November. Cllr J Illingsworth requested to attend.
 - 2) Precept figures have been received. Action: arrange meeting with Cllr J Hinton & Cllr J Illingsworth to set budgets for 2025/2026.
 - 3) A resident has stated the goal posts on community centre playing field are dangerous; a member of ESS Ltd has been emailed. It was stated in the meeting that the goal posts are owned by the community centre however replacement posts could potentially be paid for through the District and Parish Council. Previous quotes need to be reconfirmed and further agreement sought on exactly where the money will come from to pay for them.
 - 4) The Remembrance Wreath has been collected and given to Tony for 10th November remembrance day event.
 - 5) The Parish Council has received an email regarding interest in a vacancy as Councillor for OPC. Relevant information will be passed onto them.
- **Chairmans Report:**
 - 1) Completed setting budget training with Clerk and addressed new budget layout.
 - 2) A thank you letter has been received from a Sands Lane resident, whom the chairman assisted.
 - 3) St Michaels church would like some signs pointing people to the church to raise their profile. They have been quoted just shy of £6000. They have asked if Oulton Parish Council would help with some of the costs, this was agreed in the meeting. Action: Chairman to contact Cllr E Back asking if he will assist with funding too as County Councillor.
- **County Councillors: - No County Councillors attended.**
- **District Councillors:**
 - 1) Changes to bin collections and additional bins for recycling. Letter was sent to Caroline Topping on behalf of OPC after this was raised in October meeting. No response has been received as yet. Clerk to chase up and copy in Chris Bally.
 - 2) Formal opening of Gull Wing Bridge has not been announced yet, although suspect it could be the 19th November.
- **Oulton Community Centre: - Nothing to report**
- **St Michael's Church & OPT:** Next meeting in December, as last meeting was cancelled. Therefore, nothing to report.

Planning

- **To receive new planning applications and make comment – DC/24/3321/FUL**
Retrospective application: Change of use of former horse grazing land to dog exercise field, Laurel Farm. The Parish Council agreed that the planning application should be refused until the points raised by Cllr J Sarbutt's are addressed. Action: The Parish Councils response to the application will be submitted to ESC via the planning portal.
- **To receive results and updates on outstanding applications – Nothing to report**

Finance: Income & Expenditure as at 31st October 2024 received.

Payment Schedules

Payee	Value	Description
Oulton Community Centre	£36.00	October 2024 Room Hire – OCC
Clerk Salary	£611.00	Salary October 2024
Norfolk Parish Training	£96.00	Budgeting Training – Clerk & Chairman
Edward Back & Co	£45.00	Payroll Services – Months 1 to 6
Rebecca Morris	£7.50	Postage
East Suffolk Services	£915.60	Repositioning Somerleyton Road bench & fit planters
HMRC	£448.39	PAYE months 4,5 & 6
Total	£2159.49	

Income Received – £292.21 Interest on CIL & Instant Access Accounts & £2017.57 VAT reclaim 2023/2024

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: - Nothing to report

To set a date to discuss and set budgets for 2025/2026 – Precept figures for 2025/26 received. Cllr J Hinton, Cllr J Illingsworth and Clerk to meet Monday 11th November @ 2pm to discuss budget, to present at next meeting in December.

To agree and adopt policies already circulated and update on webpage:

- 1) Equality & Diversity – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.
- 2) Health & Safety – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.
- 3) Data Protection Advice for Councillors & Clerk – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.
- 4) Complaints Policy – Proposed by Cllr J Illingsworth & Cllr T Knights.
- 5) Lone/Home Worker – Proposed by Cllr H Sarbutt & second by Cllr R Hinton.
- 6) Training & Development – with slight amendment – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.
- 7) Consultation of Planning Application – Planning reference to be put on the agenda – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.
- 8) Standing Orders, adopt old version – Proposed by Cllr R Hinton & second by Cllr J Sarbutt.

To discuss next issue of TOM magazine:

A draft of the hard copy was approved and 1000 to be printed.

Further items to appear on the online version only:

Cllr J Illingsworth to write a piece about the new lending library, Cllr T Knights to write a piece about the goal posts on the playing field at Oulton Community Centre. Cllr J Hinton to add a section regarding old Borthwicks site.

To discuss arrangements regarding 130 years of Oulton Parish Council: Small buffet to be purchased for 3rd December meeting. Clerk and Chairman to order and Clerk to collect on day of meeting. Cost already agreed in previous meeting.

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

Cllr T Knights provided SID camera results. Sands Lane eastbound – average daily traffic 2184, average speed 31.8 mph Oulton Street – average daily traffic 4456, average speed 27 mph. Results sent to PC Michelle Deal & Ben Woolnough at Planning.

Cllr J Sarbutt new carpet bowls group at Oulton Community Centre, it's growing well and could potentially need funding for a 3rd mat.

Cllr J Hinton received request for new doggy bins at the back of Sands Lane. ESSL to be contacted to get some stickers to go on lamp posts. Perhaps the purchase of a general waste bin can be considered. Persimmon should provide these.

To receive an update of the purchase of assets using CIL money: Cllr H Sarbutt waiting on a response from the asset management team regarding Oulton Community play area.

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

Clerk to discuss with Oulton Community Centre Executive Committee, speaking to an approved contractor to quote for improvements of entrance of Oulton Community Centre.

To confirm date of the next Parish Council meeting as Tuesday 3rd December @ 7.00 pm in Oulton Community Centre.

The meeting closed at 20.50