

# Oulton Parish Council

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## Minutes of Parish Council Meeting held on Tuesday 3<sup>rd</sup> September 2024 at 7.00pm in Oulton Community Centre

|                                       |  |
|---------------------------------------|--|
| <b>Parish Councillors (7) present</b> | Jenny Hinton (Chairperson), John Sarbutt (Vice Chair), Peter Bryant, Peter Collecott, Robin Hinton, Tony Knights & Hilary Sarbutt, Jo Illingsworth |
| <b>County Councillors</b>             | Edward Back  |
| <b>District Councillors</b>           | Andree Gee   |
| <b>Also in attendance</b>             | James Fox Midpoint Developments  |
| <b>Members of the public</b>          | 21   |

**1. The Chair welcomed everyone to the meeting.**

**2. To receive and approve apologies for absence:**

Rebecca Morris (Clerk) absent due to illness

**3. To receive any declarations of interest from Members & consider requests for dispensations:**

Cllr T Knights (Oulton Parish Council) and Edward Back (County Council) declared a non-pecuniary interest as Trustee of Oulton Community Centre.

**4. To approve minutes of the Parish Council meeting held on the 2nd July 2024.**

One correction from Cllr J Hinton:

Under the section headed 'To agree payment of invoices and other expenses' take out the final part of the paragraph sentence 'as Council do not meet in August'.

Minutes were agreed after a proposal by Cllr R Hinton and seconded by Cllr T Knights and all in favour. The minutes were signed by the Chairperson.

**5. Presentation from James Fox, Midpoint Developments, regarding proposed plans for Lime Avenue Retail Development. With Q & A from Public Gallery.**

**Presentation main points:**

- The published slides created by Midpoint were presented.
- Posters have been sited around the area.
- The Plans have been 12-18 months in 'making' with Midpoint working closely with the District Council and taking into account known constraints relating to site access and Tree Preservation Orders (TPO's).
- Phase 1 will include three Units (a convenience store and 2 other units)
- Phase 2 will be decided in the future and is dependent on demand for further units.

- Car Parking will be in line with standards
- EV charging point will be included
- Delivery vehicles and access will be taken into account
- Green Corridor – link to be created with the green corridor using hedgerows and trees, and ‘rain gardens’ created to use surface water from car park.
- Plans due to be submitted end of September 2024 where it will be put on the Planning Portal for comments.

### Questions and Answers from Public:

- Q: Will there be any traffic calming and prevention of social disturbance from young people in cars using the car park at night and the straight roads around the site?  
A: Opportunity for a barrier to be put on site by the developers to prevent anti social behaviour in car park over night. Any traffic calming will need to be raised with highways and included in the planning process.
- Q: Will there be any time restrictions on opening hours?  
A: This will be included in the planning and licence applications for the units.
- Q: The car park is a large space for only three units in Phase 1.  
A: Highways have a requirement for 4-5 spaces for three retail units. Space will be reduced until the allocation for Phase 2 is agreed.
- Q: Unit size of 1000sqft may prevent smaller local businesses being able to afford the rent and use the units. Can the units be made smaller to make them more affordable?  
A: There is a minimum rental value to cover the build costs. Smaller units are stated by the developer not to work or be financially viable for this scenario.
- Q: Parking on Lime Avenue - the site will create problems with resident access what can be done?  
A: The plan needs to go through highways to gain agreement. Potential future meetings with planners and residents, and any comments need to be added to the planning portal.
- Q: Are there any tenants yet for the units?  
A: Current situation: One tenant and two units still available.
- Q: What is the time frame for the site to be ready?  
A: End of September for submission of plans for review. Once application agreed approx 5 to 6 month build time.
- Q: When will the medical Centre be built?  
A: The Medical Centre is not part of this development other than a proposed connection path from retail site to medical centre.

### Questions and Answers from Councillors:

1. Q: What has been proposed for litter bins on site? Will any be for recycled waste?  
A: There are two litter bins on the plans with the potential for one other. A waste management team will be contracted to empty the bins. Recycling unit availability will be based on demand and need to go through planning.
2. Q: Are there any lighting implications e.g. making sure there is adequate lighting but not creating light pollution.  
A: Lighting plan and conditions have not been formulated yet and will be completed at a later stage.
3. Q: Will there be a Post Office?  
A: Nothing planned and will depend on who takes on the units.
4. Q: Will the car park have CCTV or any parking control?  
A: No CCTV in plans. CCTV will depend on the occupiers of the retail units to have their own. The developers are encouraging the school users to use the site and therefore there will be no parking controls unless it becomes a problem.
5. Q: Will vehicle deliveries to stock the units cause issues with noise or traffic problems?  
A: There will be van deliveries for unit 2 and 3, and HGV deliveries for unit 1. A delivery solution will be discussed with an obligation on the leaseholders to take account of any sensitive issues.
6. Q: Was the site always planned in the same location going back to the original agreement with the District Council?  
A: The site location has been the same for at least the 5 years the developers have been working on the plans.

James was thanked and the Presentation and Q & A section was closed

James and some members of the public left the meeting.

## **6 Adjournment for Public Participation (15 minutes allowed for)**

No comments made.

## **7 Reports from:**

### **Parish Clerk:**

No comments with the Clerk not in attendance.

### **Chairman's Report:**

- Meeting held with Ben Woolnough Head of planning. Discussed 3 significant developments for Oulton making use of CIL spending. One development being a Pelican Crossing down Park Hill and near to the Lothingland development. District Council have their own CIL funding and they have agreed to match our spending. This will be discussed further at the appropriate time in the future.
- Plants bought and added to planters and plaques have been installed. Thanks to Robin Hinton and Rebecca Morris for help. Cllr T Knights has been monitoring planters for water as it is too expensive to pay the council who wanted to charge £30 per week to replenish the water.
- Meeting held with Cllr J Sarbutt ref planning ref DC/23/2826/ARM. District Planning have approved an extension until 9<sup>th</sup> September to allow Oulton Parish Council to submit their comments. Response has been documented for Clerk to send to Planning following this meeting.
- Updates have been placed on the Parish Council Facebook:
  - i. Tree Preservation Orders for Woods Meadow as requested during a presentation in previous meeting relating to the Fat and Bone factory.
  - ii. Disability advice vacancy.
  - iii. The Road sign on Somerleyton Road has been replaced.
  - iv. A fallen tree on Holly Hill and dumped caravan on Fishers row have both been dealt with on the same day they were reported to the Council/East Suffolk Services.
- There have been complaints about the maintenance of the land between the Trossachs and Cambrian Crescent. Letter written to Persimmon and Ben Woolnough (ESC Planning) to ask who is responsible for ownership of the land to cover maintenance and cleaning up any mess. Investigation ongoing.
- Jenkins Green Pond:

Parish Council Insurance policy sent to Laura Hack (East Suffolk Council)  
High Visibility Jackets are required to cover insurance for any person helping with pond maintenance. 6 jackets required for Volunteers and 6 required for Oulton Parish Council (OPC). All size L. To be purchased using CIL funding.  
Moved by Cllr R Hinton and Seconded by Cllr J Sarbutt. All in agreement.  
Action: Cllr H Sarbutt to arrange purchase of Jackets.  
Risk assessment forms have also been sent to Laura Hack and District Councillors for Gunton.
- Training: Email received on training from NPTS this will be forwarded to all Councillors for review and suggestions for future training either individual or as a group.
- NALC Policy resource webpage gives access for Policy documents. Access needs to be requested via NPTS. Cllr J Hinton and Cllr P Bryant have access and other councillors are encouraged to get access too.

### **County Councillors update from Cllr E Back:**

- Nothing to report other than the opening of the Gull Wing Bridge on Saturday 7<sup>th</sup> September

### **District Councillors update from Cllr A Gee:**

- Cllr A Gee reported that there is a noticeable difference between County boundaries in relation to general maintenance of the roadsides/verge cutting. Cllr Gee will look into this and let the Council know if she needs a letter from PC in support.
- Cllr A Gee has been asked by a resident on Higher Drive to look into a large tree close to their property that needs attention – it is thought that this is in Oulton Broad rather than Oulton. Clarification of boundary required.

### **Oulton Community Centre update from Cllr P Collecott:**

- Initial meeting with Keith Robinson – no update
- Cllr P Collecott asked about bowling equipment and planning of sessions at Community Centre. Cllr J Sarbutt to go to St Margarets Hall to understand how they manage their classes. There is limited availability to book slots for classes at Oulton Community Centre. Further details and start date to follow.

### **St Michael's Church & OPT update from Cllr J Hinton:**

- No meeting has taken place during August
- Lunch and a 'Bug' workshop with Cllr Jenny Hinton to attend both

### **Policy Updates:**

- Freedom of Information – this has been reviewed by councillors and amendments noted.
  - i. Next review date September 2026.
  - ii. Costs have been added.
  - iii. Introduction to be changed to clarify that Oulton Parish Council has adopted the Information Commissioner's Office 'Model Publication Scheme'

Document with above amendments moved by Cllr R Hinton and seconded by Cllr John Sarbutt with all in agreement.

**Action:** Document to be added to website once updated with amendments.

### **Chairman of Personnel & Staffing update from Cllr P Bryant.**

- The clerks CILCA training has been delayed due to a shortfall in the agreed budget for this year. A new start date needs to be agreed for 2025 along with the cost of the training budgeted for in next year's finances.
- Personnel Committee workshop/meeting planned for Friday 6<sup>th</sup> August at Oulton Community Centre. The meeting will not be open to the public due to the personal nature and content of the meeting.

## **8 Planning**

### **To receive new planning applications and make comment:**

Nothing received

### **To receive results and updates on outstanding applications:**

DC/23/2826/ARM – recommend to refuse the application with the main issue being the objections from Suffolk County Council need to be addressed and the issues with storm and surface water. Full letter from Parish Council to be sent to planning and downloaded to planning portal,

## **9 Finance:**

### **To receive the Income & Expenditure figures from 1/4/2024 to 31/8/2024:**

Received and noted

### **To agree payment of invoices and other expenses:**

| <b>Invoices approved:</b>                         | <b>DATE</b> | <b>Description</b>   | <b>TOTAL</b>    |
|---|-------------|--|-----------------|
| Oulton Community Centre                           | 01.08.2024  | July meeting Room Hire – OCC1614<br>2 bookings: 4 <sup>th</sup> July Meeting and 2 <sup>nd</sup> July PC Meeting | £29.00          |
| PKF Littlejohn                                    | 28.08.2024  | Review of AGAR 2023/2024   | £252.00         |
|   |             |  | <b>£281.00</b>  |
| <b>To note payments made outside the meeting:</b> |             |  |                 |
| Clerk Salary                                      | 26.07.2024  | Salary July 2024   | £611.00         |
| R Morris  | 03.07.2024  | Plants for planters CIL  | £94.47          |
| R Morris  | 05.07.2024  | Plaques for Planters   | £51.00          |
| East Suffolk Services                             | 30.07.2024  | Installation of bench & planters CIL   | £1705.42        |
| Norfolk Parish Training                           | 30.07.2024  | Clerk & Chairman Training  | £124.80         |
| HMRC  | 31.07.2024  | PAYE – Dec 2022 to July 2024   | £2662.55        |
| Clerk Salary                                      | 28.08.2024  | Salary August 2024   | £611.20         |
|   |             |  | <b>£5860.44</b> |

Payment Schedule proposed by Cllr R Hinton and seconded by Cllr Peter Collecott.

Invoices and Payment Schedule - All agreed and documents signed by Cllr J Hinton and Cllr J Sarbutt

**To note any monies received:**

Nothing to report

**To consider grant applications:**

Nothing to report

**Update on AGAR year end accounts:**

External Auditor PKF Littlejohn LLP has given approval with their certificate issued and dated 28<sup>th</sup> August 2024.

**Other comments noted in this section**

- Budget for the The Oulton Messenger magazine:

Cllr J Hinton suggested the Parish Council Magazine should be published for late October to cover Halloween and Christmas.

Action: Councillors to submit articles in preparation.

- Employee Wages:

HMRC payment shortfall from previous months has been covered using contingency funding.

Entry needs to be split into Net salary and PAYE to make a Gross payment in the future on the schedule.

- Armistice Day Wreath

Cllr J Sarbutt has agreed to lay the wreath on behalf of the Parish Council on Remembrance Sunday 10<sup>th</sup> November 2024. A wreath to be purchased on behalf of the Parish Council for the day.

### **10. To receive an update of the purchase of assets using CIL money:**

Jenkins Green Pond – Restoration works will commence in November. East Suffolk Council are now managing this with CIL funding no longer required from the Parish Council for this project.

***At 9pm the Council all agreed to move standing orders to allow the continuation of the meeting***

### **11. To receive updates from individual Council Members (for information only):**

Cllr T Knights provided SID camera results for July and August.

Sands Lane data is on target however Hall Lane has speeding issues and a cause for concern and over the police set limits.

The data for Hall Lane will be passed to the Community Police Officer Michelle Deal to note for any future action.

Cllr J Hinton has passed data to Ben Woolnough to assist planning traffic flow in the town.

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

CIL funding and costing for the play area on Oulton Playing field.

### **13. To confirm date of the next Parish Council meeting as Tuesday 1st October 2024 at 7.00 pm in Oulton Community Centre.**

The meeting closed and everyone was thanked for attending