

## Minutes of Parish Council Meeting held on Tuesday 1 March 2022 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (8) present</b>	Jenny Hinton (Chairperson), Peter Collecott (Vice-Chairperson), Robin Hinton, Tony Knights, John Sarbutt, Pete Bryant, Paul Keyte, Graham Youlden
<b>County Councillors</b>	None
<b>District Councillors</b>	Andree Gee
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	6

The Chairperson reported on the recent news regarding the deeply disturbing situation in Ukraine. Oulton Parish Council will send a letter of support to East Suffolk Council and urge for a peaceful resolution all round. Oulton Parish Council confirmed they would be more than willing to help in any way possible.

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

Apologies were received from District/County Cllr Robinson (on holiday).

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

Cllr Jenny Hinton and Cllr Robin Hinton: Oulton Community Centre Executive Committee & Trustees.

Cllr Knights and Cllr Collecott: Oulton Community Centre Executive Committee.

### 3. To approve minutes of the Parish Council meeting held on 1 February 2022.

The minutes of the meeting held on 1 February 2022 were agreed after a proposal by Cllr Robin Hinton and second by Cllr Sarbutt. The minutes were signed by the Chairperson.

### 4. To approve the minutes of the Oulton Neighbourhood Plan Working Group meeting held on 7 February 2022.

The minutes of the Oulton Neighbourhood Plan Working Group meeting held on 7 February 2022 were agreed after a proposal by Cllr Robin Hinton and a second by Cllr Collecott.

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

None.

### 6. Reports from:

- **Parish Clerk:** Report circulated to Councillors before the meeting. It was noted.

Two members of the public left at 7.20 pm

- **County & District Councillor Keith Robinson:** None.
- **County & District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** Reported on having a final budget meeting last week. There will only be a slight increase on Council Tax. The first section of the Gull Wing has arrived and is ready to be installed. There have been issues with bin collections due to the recent storms. It was confirmed by Councillors that bins on Oulton Road North and Somerleyton Road had not been collected.
- **Neighbourhood Plan Working Group:** The Chairperson reported the group had their final meeting on 7 February 2022. The Plan will be submitted to East Suffolk Council, and it will then go out to referendum. The parish will get a ballot paper and then be asked to vote yes, or no. East Suffolk Council will oversee the voting procedure which will be conducted in Oulton Community Centre.

- **Oulton Community Centre:** Cllr Collecott reported that recently the Community Centre carpark had been full which made it difficult for those attending sessions to get parked. The issue will be raised next week at their Executive Committee meeting.
- **St Michael's Church & Oulton Poors Trust:** The Chairperson reported their next meeting will be on 9 March 2022.

## 7. Highways:

- **To receive a report on outstanding highways issues**

A suggestion was made that Village Gateway Signs could be useful for slowing down the traffic in Oulton Street. This will be reviewed after all the assets have been installed and the balance in the CIL reserve account is known.

- **To receive Speed Indicator Device (SID) results**

Cllr Knights had prepared the latest SID results, and these were shared with those attending the meeting. There had been a slight technical difficulty with the SID on 7 February due to the battery going flat. The Chairperson thanked Cllr Knights and Cllr Robin Hinton for looking after the two SIDs.

## 8. Planning

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

### **DC/22/0589/FUL**

Proposal: Single and two storey front extensions.

Site Address: 23 Cambrian Crescent, Oulton, NR32 3HW

Councillors considered the planning application and there were no objections.

### **DC/22/0425/FUL**

Proposal: Single storey front extension

Site Address: 3 Brendon Close, Oulton, NR32 3HL

Councillors considered the planning application and there were no objections.

- **To make comment on the public consultation for the development proposals at Land North of Union Lane**

Cllr Keyte, Chairperson of the Planning Working Group, had carefully gone through the proposals and confirmed it was a decent consultation document. The greatest issue will be the increase of traffic on Parkhill on a road that is already suffering from enormous amounts of traffic. Concerns were raised about amenities, parking spaces, lighting, and site traffic access. Councillors agreed for Cllr Keyte to prepare a detailed response and then forward to the Clerk for her to submit to Bidwell's before the closing date of 4 March 2022.

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

None.

## 9. Finance:

- **To receive the income and expenditure figures as at 28 February 2022** – It was noted.
- **To note the bank balance as at 28 February 2022** – £56287.62
- **To note receipts** – Ms C McCauley paid in error to Oulton Parish Council – see payments for reversal entry.
- **To consider any grant applications** – A grant application had been received from Oulton Community Association for help towards the cost of an office in Oulton Community Centre. Cllr Robin Hinton requested permission from Council, in accordance with Standing Orders, to continue with discussing the Grant Application. Other funding sources for this project had already been approached and £2000 had already come through via District Cllr Gee and County/District Cllr Back Enabling Communities

Budget fund. A vote was taken on awarding the grant application and 7 voted YES and 1 voted AGAINST. The majority vote was that £1200 would be awarded to Oulton Community Association for

the new office space which will also be available for use by Oulton Parish Council and County and District Councillors.

• **To approve payments.**

The Clerk had raised a purchase order to Waveney Norse on 2 February 2022 for the purchase and installation of agreed assets. The works have not yet been carried out by Waveney Norse. It was agreed that if the Waveney Norse invoice is received before 31 March 2022 a payment of £4020.12 would be made outside of a meeting.

A payment will need to be made outside of a meeting for the return of any unused Neighbourhood Plan Locality funding. The Clerk will reconcile the Neighbourhood Plan spend account, taking into account recent payments. It was agreed the difference would be returned to Locality outside of a meeting.

Proposed by Cllr Collecott and seconded by Cllr Jenny Hinton.

Payee	Value	Description
HMRC	£18.35	Income Tax & NIC
Mrs C Petersen	£930.98	Salary, administrative expenses & mileage
Oulton Community Association	£20.00	Room/hall hire
Oulton Community Association	£24.00	Room hire – Neighbourhood Plan
Collective Community Planning	£3000.00	Attendance at Neighbourhood Plan meeting in February 2022, write supporting statements & finalise submission version
Oulton Community Association	£90.00	See income – paid to OPC in error and transferred to Oulton Community Association
Suffolk County Council	£300.00	Licence for bin at 2 Lime Avenue & next to Village Sign, CIL
Nest Pensions	£22.12	Contributions
Olympic Print	£345.00	Neighbourhood Plan. Printing
Oulton Community Association	£1200.00	Grant towards office space, s137
<b>Total</b>	<b>£5605.45</b>	

**10. To consider and agree the Draft Reserve Policy dated March 2022**

The document had been circulated to Councillors before the meeting. Resolved to adopt the Draft Reserve Policy dated March 2022.

**11. To consider and agree the revised Risk Assessment and Management Policy dated March 2022.**

The document had been circulated to Councillors before the meeting. Revisions to the document had been made due to the Council no longer paying by cheque and are now raising payments by BACS. Further revisions will be made after all the assets have been installed by Waveney Norse. Resolved to adopt the revised Risk Assessment and Management Policy dated March 2022.

**12. To consider and agree the GDPR Data/Information Audit dated March 2022.**

The document had been circulated to Councillors before the meeting. It was noted.

**13. To discuss plans for the Queen’s Platinum Jubilee. Agree upon a course of action.**

On 15 March 2022 seven oak trees will be planted at Woods Meadow Country Park. Road closures fees will be waived for street parties in recognition that Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee on Sunday 5 June 2022. The event must meet certain criteria which can be found on the Suffolk County Council website [www.suffolk.gov.uk](http://www.suffolk.gov.uk). Applications need to be submitted by 11 pm on 27 March 2022.

**14. To receive an update on the purchase of assets using CIL money. Agree upon a course of action.**

A purchase order for the assets has been raised with Waveney Norse and it is hoped that the majority or all the assets will be installed before the financial year end of 31 March 2022. Licences have been applied for the bins at number 2 Lime Avenue and the bin next to the Village Sign. Installation of the noticeboard on Lime Avenue is proving difficult as the land has not been adopted. The Clerk is working with Persimmon and Reach2 Academy Trust to get this sorted.

- 15. To discuss the concerns raised about the Anglian Water manholes on Gorleston Road. Agree upon a course of action.**

Cllr Collecott reported the manholes had got worse and that he had received even more complaints.

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

Cllr Knights confirmed the Oulton Newsletter will be collected from the printers on 4 March 2022. Cllr Bryant offered to deliver the Camps Heath area and Cllr Youlden offered to deliver to the Fallowfields area. All other areas will be divided up between the usual newsletter delivery volunteers.

Cllr Bryant reported that the Woods Meadow boundary fence onto Wood Lane is now fenced in with a wire fence.

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

None.

- 18. To confirm date of the next Parish Council Meeting as Tuesday 05 April 2022 @ 7.00 pm in Oulton Community Centre.**

Confirmed.

The meeting closed at 8.50 pm.

Everyone was thanked for attending.