

Minutes of Parish Council Meeting held on Tuesday 5 April 2022 at 7.00pm in Oulton Community Centre

Parish Councillors (7) present	Jenny Hinton (Chairperson), Peter Collecott (Vice-Chairperson), Robin Hinton, John Sarbutt, Pete Bryant, Paul Keyte, Graham Youlden
County Councillors	Keith Robinson
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	3

1. To receive and approve apologies for absence

Apologies were received and accepted from Cllr Knights (illness).

Apologies were received from District/County Cllr Back (another meeting).

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 Collecott: Oulton Community Centre Executive Committee.

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

Discussion took place on an amendment to include Vice-Chairperson in the parish councillor's attendance record in the minutes. The Clerk and previous Clerk have never recorded the Vice-Chairperson in this format, and it was noted that Lowestoft Town Council do not either. Resolved to amend the minutes and include the title Vice-Chairperson and use this format in future minutes. The minutes of the meeting held on 1 March 2022 were agreed after a proposal by Cllr Robin Hinton and second by Cllr Keyte. The minutes were signed by the Chairperson.

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

The members of the public said they would be interested in being involved with gardening projects including planters around Oulton. Pathways Care Farm might also like to be involved with such projects. Cllr Sarbutt reported that his group of volunteers at Jenkins Green pond are now less in numbers. Cllr Sarbutt would be keen to recruit some more volunteers to help around the pond.

5. Reports from:

- **Parish Clerk:** The Clerk had only just returned to work after having time off sick and had not had time to prepare a report.
- **County & District Councillor Keith Robinson:** Provided a brief update on his report which unfortunately the Clerk had not had time to circulate before the meeting. The importance of putting items in the correct bin was explained. If wrong items go into the recycling bins the whole load must then be dumped. The £150 energy rebate will be automatically deducted for those who pay their Council Tax by direct debit. There will be another option for those who do not pay by direct debit.
- **County & District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** Provided an update on the blue bins which were not emptied last month. Waveney Norse had gone out early on that day and the residents' bins had not been put out in time. Contacted Hugo Forster at Waveney Norse about how long it is taking for the assets to be installed in Oulton.
- **Oulton Community Centre:** Cllr Collecott reported that he had been unable to attend the last Executive Committee. Some groups are experiencing difficulties with finding a parking space which is made more difficult by a limited number of spaces. A discussion took place about Cllr Collecott no longer being the representative from the PC for Oulton Community Centre. In accordance with Oulton

PC Standing Orders no decision can be made on this as it was not part of the published agenda. To be carried over to the Annual Parish Council Meeting on 3 May 2022 when all Member and Officer responsibilities are agreed upon.

- **St Michael's Church & Oulton Poors Trust:** The Chairperson reported she will be attending a meeting tomorrow.

6. Highways:

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

A Community Speedwatch team has now been set up.

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

Due to Cllr Knights being ill no SID results were available.

One member of the public left at 7.50 pm.

7. Planning

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

DC/22/1030/FUL

Proposal: Garage removed, replacement garage, proposed extensions

Site Address: 29 Chiltern Crescent, Oulton, NR32 3HQ

Councillors considered the planning application and there were no objections.

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

DC/22/0245/FUL – permitted (28/03/22)

8. To receive an update on the purchase of assets using CIL money.

District Cllr Andree Gee and the Clerk have both been chasing up Waveney Norse regarding the installation of the assets. The latest update the Clerk could provide is the assets have not been delivered and the usual point of contact at Waveney Norse is now on holiday and not back in until after Easter. Cllr Youlden confirmed he was more than happy to collect the noticeboards from the Clerk to free up space for her.

A discussion took place about the Clerk no longer attending to the noticeboards and councillors taking on this responsibility. This task does form part of the Clerk's job description and is on the Members and Officers Responsibility list. In accordance with Oulton PC Standing Orders no decision can be made as it was not part of the published agenda. To be decided at the Annual Parish Council Meeting on 3 May 2022 when all Member and Officer responsibilities are agreed upon.

9. To receive an update on the gardening work carried out at the Village Sign. Agree upon a course of action for future work.

Tidying up around the Village Sign was arranged for 16 March 2022. This was going to be carried out by Councillors and volunteers and a risk assessment had been carried out. A friend of Cllr Sarbutt was invited to look at the area and stepped in to do the work when Cllr Collecott left and took all his equipment with him. The friend of Cllr Sarbutt then carried out 3 hours of work. The Clerk raised concerns after hearing about the change of plan and immediately raised the question of public liability insurance cover. The friend of Cllr Sarbutt raised an invoice for £45 which was paid by Cllr Sarbutt as the Parish Council does not hold any cash. Discussion took place about future grass cutting. Councillors agreed to pay £15 per hour. A few suggestions were given for people who might be able to help with cutting the area which will be about 6 times per year. Councillors will follow these up. The Treebilee oak tree will be planted near the Village Sign on Sunday 5 June 2022 at 10.00 am.

Two members of the public left at 8.20 pm

10. Finance:

- **To receive the income and expenditure figures as at 31 March 2022** – It was noted.

- **To note the bank balance as at 31 March 2022 – £49759.55.**
- **To note receipts** – Unity Trust Bank Interest £1.02 and £14.67.
- **To consider any grant applications** – None.
- **To approve payments.**

The recently published Oulton Messenger newsletter featured Easter competitions with prizes. The prizes will be purchased from the new financial years Chairmans Allowance. Cllr Knights and the Clerk to source the prizes.

All expenditure was approved. Proposed by Cllr Youlden and seconded by Cllr Robin Hinton.

Payee	Value	Description
HMRC	£48.96	Income Tax & NIC
Mrs C Petersen	£961.01	Salary, administrative expenses & mileage
Oulton Community Association	£20.00	Room/hall hire
Norfolk Parish Training & Support	£264.72	Subscription 2022/23
Cllr Sarbutt	£45.00	Reimbursement for grass cutting expenses paid on behalf of Mr Gary High
Locality	£477.34	Return of unused Neighbourhood Plan funding
Nest Pensions	£30.43	Contributions
Unity Trust Bank	£18.00	Bank charges
Total	£1865.46	

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

Cllr Sarbutt reported that the footpath on The Pastures was closed again at the weekend.

Chairperson reported that the fencing on Wood Lane makes it difficult to gain entry as you now must go up to the top to gain access. A step is going to be built to make it easier for dog walkers. A Woods Meadow Country Park forum is going to be set up which will enable residents, Park Rangers, East Suffolk Council, Oulton Parish Council and Persimmon to discuss matters.

Chairperson provided an update on the former Fat & Bone Factory site. To be carried forward to the next meeting.

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

Site of the former Fat & Bone Factory.

Cllrs Robinson, Gee, Keyte and Youlden left at 9.00 pm.

13. Confidential:

The extra hours which had been allocated to the Clerk whilst working on the Neighbourhood Plan have been removed and hours now revert to the original Contract of Employment.

Chairperson reported contacting Nest about pension contributions and is waiting for their response.

14. To confirm date of the next Parish Council Meeting as Tuesday 03 May 2022 @ 7.00 pm in Oulton Community Centre. The meeting will be the Annual Parish Council Meeting.

Confirmed.

The meeting closed at 9.05 pm.