

Oulton Parish Council

Minutes of Parish Council Meeting held on Tuesday 15th July 2025 at 7.00pm in Oulton Community Centre

Parish Councillors (5) present	Jo Illingsworth (Chairperson), Faith Brown, Peter Bryant, Peter Collecott & Peter Waring
County Councillors	Keith Robinson
District Councillors	
Also in attendance	Rebecca Morris (Clerk)
Members of the public	6

1. **The Chair welcomed everyone to the meeting and to give a warm welcome to our new Councillor Veronica Toleman.**
2. **To receive and approve apologies for absence:** Cllr T Knights, Cllr C Smith, Cllr A Gee & Cllr E Back
3. **To receive any declarations of interest from Members & consider requests for dispensations**
Cllr J Illingsworth declared a non-pecuniary interest as Trustees of Oulton Community Centre.
4. **To approve minutes of the Parish Council meeting held on the 27th May 2025.**
The minutes of the meeting held on 27th May 2025 were agreed after a proposal by Cllr P Bryant and second, Cllr P Collecott all in favour. The minutes were signed by the Chairperson.
5. **Updates and progress from previous meeting:** Cllr P Bryant wanted to confirm that clerks Cilca Training is in place. Mileage will be paid and day training in Norwich to be paid for, clerk to study in own time. All in agreement to pay the £140 for book Clerk will need. All costs had been budgeted and agreed from last year.

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

This provides an opportunity for members of the public to raise questions and comment (no more than 3 minutes each).

Report from OPT read out during the meeting. They need to highlight their cause as people in need of support, do not seem to be coming forward and asking for help. The Parish are happy to advertise on our website and Facebook page. OPT also pass their thanks for our donation to the Trust.

Asking after any updates on Suffolk HGV routes through the village. Cllr K Robinson is still suggesting they go via Millenium Way, although there is no legal requirement for them to go that way. Suffolk Highways would rather HGV's go along Normanston Road and up Gorleston Road as it's a B road as Somerleyton Road is unclassified. Several emails of concern have been passed to Cllr K Robinson, and he has forwarded them to Suffolk Highways Director. Road signs are to be reviewed once the Gull Wing bring has been open for 12 months. Emissions testing is taking place near residents property and will report back

Cllr P Collecott has asked the Clerk to contact Suffolk Highways via their reporting page, as lorries are constantly rumbling over manhole covers and they are in desperate need of repair. It is understood these belong to Anglian Water.

7. Reports from:

- **Parish Clerk:**
 - 1) Road Naming was issued for the Oldman Site – Skylark Rise
 - 2) All AGAR reports were issued to external auditor. Usually receive signed off accounts in September, which we can present in our meeting.
 - 3) Received an email from Simon Walker at East Suffolk Council regarding the bench, lending library and table tennis table. A site meeting with Cllr J Illingsworth has been arranged for Friday 18th July. Cllr J Illingsworth to report back at next meeting.
- **Chairmans Report:**
 - 1) Had 2 nights of Chairmans Training and really enjoyed it and gained an awful lot of information and knowledge. Would like to review and perhaps reissue the Standing Orders.
 - 2) Blister Pack Recycle Box is going well. The box is in Oulton Community Centre and filling up nicely.
 - 3) Met up with Clerk from Carlton Colville, so arranging a networking meeting with her and OPC Clerk.
 - 4) Spent a lovely evening doing Speed Awareness training, looking forward to putting a shift in. Speed Watch Team are looking for new members as there are several sites within Oulton that need covering. The speeding and parking along Lime Avenue was mentioned, but as it is still unadopted, there is very little we can do, as responsibility still lies with Persimmon Homes.

- **County Council:**
 - 1) Cllr K Robinson says it's a very busy period for the council, as they are all preparing to wind down for the summer. He chairs Education, Young Peoples Service, Transport, Health Committee, East Coast Fisheries, Fire Brigade Management Board. Just to give an idea of which areas he can really help with.
 - 2) Yellow lines on Meadow Road. The works order has been put in and a team will be sent out within 14 weeks.
 - 3) Pop up boxes for play area equipment. Order has been placed ready for Oulton Community Centre.
- **District Council:** - None
- **Oulton Community Centre:** - Cllr P Collecott says entrance off Meadow Road is unacceptable. Cllr K Robinson has asked Waveney Services for a quote, as part owner is East Suffolk Council, along with Otium Centre and Plummers Dentist. A meeting will be arranged with all, once an idea of the cost is available.

8. Planning

- **To receive new planning applications and make comment – DC/25/2638/FUL**, Formation of a dropped kerb to serve a loading/unloading bay for an existing office building. William House, Mobbs Way, Oulton, Lowestoft, Suffolk NR32 3AL
- **To receive results and updates on outstanding applications – DC/25/1379/FUL**, Two Storey Rear Extension, 20 Hunton Road, Oulton, Lowestoft, Suffolk, NR32 3QP – This was approved **DC/25/1189/OUT**, Construction of bungalow with detached garage (Self-build), Church View Stables, Church Avenue, Camps Heath, Oulton, Lowestoft Suffolk – This was rejected.

9. Finance: Income & Expenditure as at 30th June 2025 received.

Payment Schedules

Payee	Value	Description
R Morris	£12.46	Wix Domain
Simply Shredding	£60.00	Confidential Shredding
K Robinson	£162.05	SID Camera Batteries x 2
R Morris	£129.60	WIX Website
Graphic Solutions	£70.00	Fete Posters
R Morris	£90.00	Terracycle Blister Pack Bin
Clerk	£637.16	Clerk June 2025 Salary
Unity Trust	£6.00	Service Charge
C Punt	£30.00	Financial Services
NPTS	£110.40	Training F Brown & J Illingsworth
Total	£1307.67	

To agree payment of invoices and other expenses: Payments – Proposed by Cllr J Illingsworth and second by Cllr P Waring - All approved.

Income Received: £229.77 - Interest on CIL & Instant Access Account

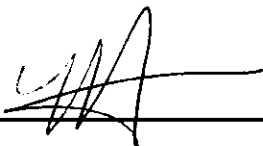
To consider grant applications: None

10. **To receive an update on the purchase assets using CIL money:** It has been agreed that all need to decide on how to spend the CIL funding for the good of the community, To look at applying for Grant Funding too, to make the most of our CIL money.
11. **To agree and issue meeting dates for 2025/2026:** All dates agreed unanimously and to be issued on website and Facebook page.
12. **To discuss TPO's (Tree Preservation Orders) and Planning Assessment Form:** Cllr P Waring has read through our Neighbourhood Plan and condensed all this information into a form to be used in the decision making/recommendation process for East Suffolk Planning. Moving forward, this will be used and issued to Planning. All agreed unanimously.
Regarding TPO's, there is very little action we can take as a Parish, we are very limited. There appears to be no proactive process of tree inspection or assessments, there is little management guidance, little promotion on planting of trees.
There are 10 TPO's in the Parish since 1991, 3 were prior 2001 and between 2001 and 2021 there were no TPO's in the Parish. Since 2021 when the estate started to become an issue 7 TPO's have been brought

forward, so there is huge gap in the early part of the millennium shows there was no regard to trees. Since 2009 no tree applications in Oulton Parish have been refused. Mature trees should be part of our heritage and regarded as a heritage asset. It has been decided that certain trees should be identified and aim to have them protected. We shall raise this matter in our next meeting.

- 13. TOMS/Social Media:** We have had 23,746 views on our new Facebook page, so very positive as it's only been up and running a month. Do we continue with printing the TOMS magazine or keep it all to Facebook? It has been agreed we will keep the TOMS for the older demographic, in its original format. Articles to be prepared ready for our next meeting in September, then to publish & post end of September.
- 14. To discuss defib on Lime Avenue:** We have been approached about providing a Defib on Limes Avenue. Clerk to email Jayne Biggs at Heart2Heart for cost and Debi Sharman at Persimmon to ask permission and perhaps if they could contribute to cost. Bring to next meeting in September.
- 15. To discuss and appoint new Trustee for OPT:** Cllr P Bryant has kindly put himself forward as Trustee for OPT.
- 16. Update on Fete:** Cllr F Brown has secured 4 bands throughout the day. Ballet group at Oulton Community Centre would like to perform in the morning. A workshop to be arranged for next week (commencing 21st July) to secure plans.
- 17. To receive updates from individual Council Members (for information only –** Cllr T Knights has provided SID camera results. Woods Lane eastbound – average daily traffic 296, average speed 29.7 mph. Sands Lane eastbound – average daily traffic 2327, average speed 31.7 mph. Results sent to PC Michelle Deal & Ben Woolnough at Planning. We think it would be beneficial to put these results on our website/Facebook page and noticeboard.
Planning Inspectorate have been in touch re the bridleways. They want to do a site visit, to look at 2 objections they received, before anything is agreed. The issue is no planning inspector available until early 2026, this has taken 4 years already.
- 18. To receive any items for inclusion on the next agenda (for information only) –** Look into having a Battery Recycle Bin.
Bottle Bank, can we ask Blue Boar?
Role/Group for Tree Preservation, maintenance of Jenkins Green Pond. Gain public interest on Facebook
"Tell us about your trees"
TOMS magazine
- 19. To confirm date of the next meeting as Tuesday 16th September 2025 @ 7.00 pm in Oulton Community Centre.**

The meeting closed at 20.56

X 

Chair