

Minutes of Parish Council Meeting held on Tuesday 5 October 2021 at 7.00pm in Oulton Community Centre

Parish Councillors (4) present	Jenny Hinton (Chairperson), Peter Collecott, Robin Hinton, Tony Knights
County Councillors	Keith Robinson
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	5

1. To receive and approve apologies for absence

Apologies were received and accepted from Cllr Sarbutt (holiday), Cllr Keyte (work) and 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 Trustees.

3. To approve minutes of the Parish Council meeting held on 7 September 2021.

A name misspelling was suggested and amended. The minutes were then accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Knights. Signed by Chairperson.

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

A member of the public raised concerns about the speed of traffic on Oulton Street. The Chairperson advised the members of the public that the Parish Council had met with the Police several weeks ago to discuss this ongoing problem. The Police confirmed that if the speed was increased to 30 mph, they could monitor the speed of the traffic. County Cllr Keith Robinson has been advised Oulton Parish Council would like the speed increasing to 30 mph and the early stages of this process has been started.

A member of the public raised concerns about youths gathering in the Chiltern Crescent to Mobbs Way area. The youths have been causing a noise disturbance with their spinning wheels. The Police were informed and attended. The group of youths seem to be moving around different locations. The member of public was recommended to use the Police QR code reporting tool. The Police will be attending the Neighbourhood Plan event on Saturday 16 October, and it was recommended this issue was raised directly with the Police on the day.

7.20 pm One member of the public left.

5. Reports from:

- **Parish Clerk:** Report circulated to Councillors before the meeting. The report was accepted as accurate. Proposed by Cllr Jenny Hinton and seconded by Cllr Knights.

7.25 pm One member of the public left.

- **County Councillor Keith Robinson:** Circulated monthly newsletter before the meeting and a copy is available on the parish website.
- **County Councillor Edward Back:** None.
- **District Councillor Keith Robinson:** None.
- **District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** Reported on having a quiet summer and attended a Full Council meeting at the end of September. The planning meeting has been cancelled in October. Attended meetings with the Care Home on Gorleston Road.

Neighbourhood Plan Working Group: The Chairperson reported there will be an “open event” at Oulton Community Centre on Saturday 16 October 11.00am to 5.00pm where Councillors of the Parish will be available to go through the workings of the draft Neighbourhood Plan document by way of displays and one to one talk if required. A hard copy of the document is available in the Lounge. Banners will be displayed around the field. Details about the event were included in the October 2021 Oulton Messenger newsletter which was hand delivered to every household in Oulton. Copies are always available in Oulton Community Centre. Assets will be displayed on a projector on the day. It has taken a lot of time and effort to get to this stage of the Neighbourhood Plan. The Police will attend on the day to carry out cycle marking and answer any questions.

- **Oulton Community Centre:** The Chairperson reported Working Groups have been set up to work on the Constitution and pricing. It is extremely important to maintain this asset which has 42 regular user groups and an almost fully booked timetable.
- **St Michael’s Church:** The Chairperson reported she will be signing the documents to become a Trustee on the Oulton Pools Trust. There are five members on the Oulton Pools Trust and their objective is to identify where vulnerable people live and give support to families and the elderly. Something will be arranged for the elderly towards Christmas. Rev Andy Bunter has been appointed as the new deputy verger.

6. Highways:

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

There has been heavy flooding in Camps Heath which was reported using the reporting tool. The flooding does not meet the criteria as there is no threat to life or invasion by water. It was noted that when the defibrillator is installed it will be difficult to access as you will need to wade through water to get to the telephone box. The soil is washing down from Woods Meadow which then blocks up the drains. Cllr Robin Hinton and Cllr Knights will speak with Persimmon about this ongoing issue. County Cllr Keith Robinson offered to also see what he could do about the problem.

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

Cllr Knights reported the Police had set up a small speed camera on Sands Lane and the Safety Camera Team on Somerleyton Road had received a positive result. A speed camera will be set up in 4 – 6 weeks. Cllr Knights had prepared a PowerPoint presentation showing the latest SID results and it was shared with those attending the meeting. The Chairperson thanked Cllr Knights and Cllr Robin Hinton for looking after the two SIDs. The Chairperson offered to speak with Oulton Broad Parish Council to help them with getting up their SID. New agreed pole locations need confirming to enable the SIDs to be moved about.

County Cllr Keith Robinson reported the speed limits consultation will be in the newspapers soon.

7. Planning

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
None.

8. Finance:

- **To receive the income and expenditure figures as at 30 September 2021** – It was noted.
- **To note the bank balance as at 30 September 2021** – £71860.45
- **To note receipts** –
 - East Suffolk Council Enabling Communities Budget grant for bench at Fisher Row £401.00
 - Messy Monsters advert in the Oulton Messenger newsletter £10.00
 - East Suffolk Council Precept second half £12535.69

- **To consider any grant applications** – Oulton Parish Council has adopted a Grant Awarding Policy and each year in their budget sets aside £2500 for small grants to organisations. The policy has a set criteria for grant awarding. Only one grant has been awarded this year and this was to St Michaels Church. Oulton Community Council had applied to Oulton Parish Council for help with purchase of a laptop, Microsoft Office, internet security and a printer. A quote from a local computer shop had been provided with the application. The grant application was discussed, and it was agreed to approve. Proposed by Cllr Knights and seconded by Cllr Robin Hinton.
- **To approve payments.**

All expenditure approved. Proposed by Cllr Collecott and seconded by Cllr Jenny Hinton.

Payee	Value	Description
HMRC	£18.35	Income Tax & NIC
Mrs C Petersen	£993.53	Salary, administrative expenses & mileage
Mrs C Petersen	£161.00	Neighbourhood Plan reimbursed expenses
Oulton Community Council	£22.50	Room/hall hire
Noticeboards Online Ltd	£2790.00	Noticeboards x 3 (CIL)
Broads Authority	£481.20	Bench
PKF Littlejohn	£240.00	External audit 2020/21
Mr T Knights	£43.20	Neighbourhood Plan banners reimbursed expenses
Oulton Community Council	£755.98	Grant – s137
Community Heartbeat Trust	£2154.00	Defibrillator
ICO	£35.00	Data Protection yearly fee
Olympic Print	£345.00	Neighbourhood Plan leaflets
Nest Pensions	£22.12	Contributions
Unity Trust Bank	£18.00	Bank charges
Total	£8079.88	

9. To receive the External Auditor Report and Certificate for 2020/21

This was the first year Oulton Parish Council had to complete the Annual Governance and Accountability Return Part 3 due to income and or expenditure being over £25,000. The External Auditor Report had been received and a copy is available on the parish website. PKF Littlejohn, the External Auditors, were satisfied that in their opinion the information in Sections 1 and 2 of the AGAR had been completed in accordance with proper practice and no other matters had come to their attention. The Clerk was congratulated for her excellent book-keeping.

10. To receive an update on the Councillor vacancies to be filled by co-option.

Four people so far have shown interest in becoming a Councillor. An interview meeting will be arranged and held before the next Full Council meeting.

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

Three benches have been installed. The three noticeboards order will go ahead after the payment has been made. The draft licence for the bench at Brendon Close has been received and will be signed and then returned to East Suffolk Council. Unfortunately, no further updates on the bins so this will be chased up again. After these assets have been installed and paid for the toddler swing will be considered at Brendon Close. It is hoped the PC will be able secure 50% funding and match the other 50% of funding using CIL money.

12. To receive an update on the telephone box at Camps Heath.

The telephone box is ready for installation of the defibrillator which should be installed in November 2021. Cllr Robin Hinton and Cllr Knights confirmed they will install the noticeboard next to the telephone box.

13. To receive a report on goal nets. Agree upon a course of action.

Cllr Keyte was due to provide an update however as he was unable to make the meeting this will be carried forward to the next meeting.

14. To consider installing a bin on Meadow Road towards Stirling Close. Agree upon a course of action.

It was confirmed rubbish in this area has been a problem and the nearest bin is in Somerleyton Road. Cllr Knights offered to monitor the situation over the next few weeks and provide an update at the next meeting.

15. To receive an update on litter pick equipment.

The Chairperson reported receiving from Norse 6 litter picks and hoops. A young lady from Camps Heath has been given 2 hi-viz jackets, 2 hoops and 2 sticks as she is going out daily collecting litter. Norse will collect her litter pick rubbish up from Camps Heath. It was noted another person is also doing litter picking.

16. To discuss items/projects for inclusion in next financial years budget.

The condition of the area around the Village Sign had been brought to the attention of the PC. This was discussed and it was agreed that it would be useful to have a gardener for the village who could attend to the Village Sign area and other locations. Three quotes will be sought.

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

The Remembrance Day wreath has been ordered and it was confirmed Cllr Collecott would do the honour of laying the wreath.

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

Budget, gardener, goal nets, Persimmon, bin on Meadow Road.

19. To confirm date of the next Parish Council Meeting as Tuesday 02 November 2021 @ 7.00 pm in Oulton Community Centre.

Confirmed.

The meeting closed at 8.50 pm.

Everyone was thanked for attending.