

Minutes of Annual Parish Council Meeting held on Tuesday 4 May 2021 at 7.00pm virtually via Zoom

Parish Councillors (7) present	Jenny Hinton (Chairman), Peter Collecott, Robin Hinton, Mike Shaw, Tony Knights, John Sarbutt, Jack Green
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	3

1. To elect Chairman and sign Declaration of Acceptance of Office.

Resolved that Cllr Jenny Hinton be elected as Chairman. Proposed by Cllr Shaw and seconded by Cllr Green. Declaration of Acceptance of Office form signed.

2. To elect Vice-Chairman and sign Declaration of Acceptance of Office.

Resolved that Cllr Collecott be elected as Vice-Chairman. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton. Declaration of Acceptance of Office form signed.

3. To receive and approve apologies for absence.

None.

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

Cllr Collecott declared an interest as a member of Oulton Community Council. The Chairman declared an interest as OPC liaison for Oulton Community Centre. The Clerk declared an interest as the Manager of Oulton Community Centre. Cllrs Hinton declared an interest as members of Suffolk Wildlife Trust.

5. To approve minutes of Parish Council meeting held on 4 April 2021.

Accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Shaw.

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

A member of the public enquired if there had been any progress on the cleaning of the bus shelter on Sands Lane. The Chairman confirmed the bus shelter had been cleaned by Councillors and it now looks bright and sparkly.

7. Reports from:

- **Woods Meadow Country Park:** Chris Ryde, the Countryside Officer at Woods Meadow Country Park, introduced himself. He was appointed in January 2020. This winter over 2000 trees have been planted. The inner fence restricts access which allows the skylarks to nest. There have been recent issues with horse riders. One step over gate has been provided and another one is also required which will be a different format. Cllr Collecott raised concerns about the condition of the bridleway/footpath by the Limes Academy School. Chris confirmed that wood chips had been put down on two occasions. Persimmon have started to mark out the new footpath so it might be an ideal opportunity to tie this in with those works. Chris was thanked for attending and he left at 7.25 pm.
- **St Michael's Church:** Reverend Helen Jary introduced herself. She took up the post in November 2019 and is the Rector of St Michael's, St Mark's, and St Luke's churches. The clergy work across the three churches. There are plenty of plans coming up for St Michael's. She confirmed being involved with a lot of community projects for example the VE Day gathering and will be involved with the first NHS, Social Care and Frontline workers day which is taking place on 5 July 2021. There is currently a vacancy for a team vicar. Helen confirmed that they have particularly good links with the local schools. The recent Easter Egg Hunt had been extremely popular and everyone who attended had a fun time. Helen thanked the PC for all the work they do. The Chairman thanked Helen for attending and confirmed that the PC would support the Church however it can. The Clerk is always willing to upload

details about activities on the parish website. A request had been received last month for a Councillor to be appointed as a representative Councillor to the Board of Trustees on Oulton Pools Trust. District Cllr Keith Robinson confirmed he would be most pleased to attend any Oulton Pools Trust meetings as a non-OPC Councillor. It was confirmed that their next meeting is on 9 June 2021 at 3.00 pm and will be a face-to-face meeting at St Michael's church. Cllr Collecott invited Helen to the next PC meeting and is more than welcome to attend the guided tour of Oulton Community Centre at 6.30 pm.

- **Parish Clerk:** Circulated to Councillors before the meeting. Accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Shaw.
- **District Councillor Keith Robinson:** Reported on the difficulties of holding meetings after 7 May 2021 due to the legislation for holding virtual meetings expiring and meetings must be held face-to-face. ESC is looking into giving delegated responsibility to an officer. The next ESC Full Council meeting is in July.
- **District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** Reported that due to renewing a length of footpath there will be road works on Higher Drive on 10 May 2021 until works are completed. There could be traffic jams.
- **Neighbourhood Plan Working Group:** The Chairman reported meeting outside someone from ESC about the agreed assets that need to be installed in Oulton. Three benches have been signed off and licences have been given. It has been confirmed that the land by the telephone box in Camps Heath is the responsibility of SCC. Planning permission is needed for the three noticeboards. Clerk to action. A quote had been requested for the toddler swing at Brendon Close and it had come through as £3500 which includes supply and fit. There is currently a grant application that can be applied for as this project would meet the criteria. It was confirmed the Clerk should submit an application for half of the cost with OPC price matching the same amount using Community Infrastructure Levy funds. Clerk to action.
- **Oulton Community Centre:** Cllr Collecott reported that Carla had been busy arranging for the return of groups to the Centre and thanked her for setting up the new website and booking calendar which can be found at <https://hallbookingonline.com/oulton>. Still working on the finances for the roof and hopefully with the help of the grants from County/District Councillors a contractor can be appointed soon. It was confirmed that the re-roofing is a considerable amount of money. The Chairman reported that Oulton Community Centre is the hub of the community and the PC. The PC has previously donated towards the cost of re-roofing OCC. Subject to Full Council agreement at the next meeting it was suggested that OPC could help with the re-roofing costs by increasing the precept next year. Cllr Collecott thanked the PC for their very generous offer.

8. Highways:

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

Cllr Robin Hinton reported that more locations are required for siting the Speed Indicator Devices. Cllr Robin Hinton and Cllr Knights will complete the application form to apply for more agreed locations for the SIDs. The PC has just taken delivery of SID number 2 and this is currently sited in Oulton Street. Thanks were given to the County and District Councillors for their kind help with funding the new SID.

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

A slideshow showing the most recent SID results had been prepared by Cllr Knights and was presented by Cllr Robin Hinton. The results clearly show the need for a speed camera on Sands Lane and Oulton Street. PC Amy Yeldham has already confirmed that when physical meetings can be held, she will attend a Parish Council meeting at Oulton Community Centre. The Chairman thanked the Councillors for downloading the data which will be most useful to the Police and Suffolk County Council.

District Cllrs Keith Robinson and Andree Gee left at 8.07 pm.

9. Planning

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

DC/21/1423/FUL 56 Dunston Drive, Oulton, NR32 3BZ. Details of the planning application had been circulated to Councillors before the meeting. It was unanimously agreed that there were no objections to the application.

DC/21/1247/FUL Meadow Road, Oulton, NR32 3AZ. Details of the planning application had been circulated to Councillors before the meeting. It was unanimously agreed that there were no objections to the application.

DC/21/1522/FUL 23 Cambrian Crescent, Oulton, NR32 3HW. Details of the planning application had been circulated to Councillors before the meeting. It was unanimously agreed that there were no objections to the application.

The Notice of Public Path Order diversion of Oulton footpaths number 7 (part) and 8 (part) have been displayed in the parish noticeboards and on the parish website. It was noted that Babergh and Mid Suffolk District Council had taken on this work.

East Suffolk Council very recently approached OPC to arrange a pre-meeting to discuss WLP2.15 – Land between Hall Lane and Union Lane. The meeting will be held virtually. It was confirmed that all Councillors and the Clerk should be given the opportunity to attend. Clerk to action.

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

None.

Cllr Knights left at 8.20 pm.

10. Finance:

- **To receive the income and expenditure figures as at 30 April 2021** – It was noted.
- **To note the bank balance as at 30 April 2021 – £60790.68**
- **To note receipts:-**

East Suffolk Council. Community Infrastructure Levy. £1298.45

HMRC. VAT reclaim 2020/21. £1799.49

East Suffolk Council. Precept first half. £12826.70

- **To consider any grant applications** – None
- **To approve payments.**

Proposed by Cllr Robin Hinton and seconded by Cllr Green.

Payee	Value	Description
HMRC	£34.95	Income Tax & NIC
Mrs C Petersen	£875.34	Salary, administrative expenses
NEST Pensions	£22.12	Employer & employee contributions
Business Services at CAS	£10.34	Extra insurance cover
Unity Trust Bank	£18.00	Bank charges
Total	£960.75	

11. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.

The Clerk was thanked for preparing the end of year accounts. The Internal Audit Report, prepared by Catherine Moore, had been circulated to Councillors before the meeting. The Clerk will carry out the recommendations for the BACS Risk Assessment and the General Reserves Policy. The Clerk will review VAT claims made for EU VAT after 1 January 2021. The Clerk will report in the future the precept, together with the percentage increase and Band D value at the meeting where it is agreed. A copy of the Internal Audit Report is available on the PC website.

12. To note the Annual Internal Audit Report 2020/21.

The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.

13. To confirm, approve and sign Annual Governance and Accountability Return Part 3 Section 1 – Annual Governance Statement 2020/21

Part 3 Section 1 had been circulated to Councillors prior to the meeting. Numbers 1 – 9 were read out and confirmed and agreed. Signed by Chairman and Clerk.

14. To confirm, approve and sign Annual Governance and Accountability Return Part 3 Section 2 – Accounting Statements 2020/21

Part 3 Section 2 had been circulated to Councillors prior to the meeting. Confirmed and agreed. Signed by Responsible Finance Officer and by Chairman.

15. To consider and agree upon Member and Officer Responsibilities.

The list had been circulated to Councillors prior to the meeting. Due to Cllr Keyte being absent from the meeting he will be consulted about his preferences. The document will be updated by the Clerk and uploaded onto the PC website.

16. To determine dates of Council meetings for the next year.

Resolved that the dates for the Council meetings for the next year will be: 1 June 2021, 6 July 2021, 7 September 2021, 5 October 2021, 2 November 2021, 7 December 2021, 4 January 2022, 1 February 2022, 1 March 2022, 5 April 2022, 3 May 2022 (Annual Parish Council Meetings) and 13 May 2022 (Annual Parish Meeting). (There is no meeting in August).

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

The Chairman thanked all those who had helped with cleaning the bus stop. Cllr Shaw reported that further work is required to remove the graffiti, and this will be done when he has sourced appropriate cleaning materials.

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

Oulton Community Centre roof.

19. To confirm date of the next Parish Council Meeting as Tuesday 01 June 2021 @ 7.00 pm at Oulton Community Centre.

Provision for holding virtual PC meetings expires at the end of the week. Discussion took place around holding physical meetings. It was unanimously agreed that meetings will be held face to face at Oulton Community Centre starting with 1 June 2021 however it will be subject to recommended guidelines nearer the time. Face coverings will need to be worn (apart from those who have an exemption). COVID-19 regulations will need to be followed and contact details must be given for anyone who attends. Should there be too many attendees then the meeting will have to be adjourned.

Cllr Collecott offered to give all those attending the meeting on 1 June 2021 a guided tour of Oulton Community Centre. The tour will start at 6.30 pm.

The Annual Parish Meeting will be held in July 2021 when the restrictions should have been eased.

Confirmed.

The meeting closed at 9.14 pm.