

## Minutes of Parish Council Meeting held on Tuesday 7 December 2021 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (6) present</b>	Jenny Hinton (Chairperson), Peter Collecott, Robin Hinton, Tony Knights, Pete Bryant, Graham Youlden
<b>County Councillors</b>	Keith Robinson
<b>District Councillors</b>	Keith Robinson
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	7

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

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

Apologies were received from District Cllr Gee (family commitment) and 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 Knights: Oulton Community Centre Executive Committee.

### 3. To approve minutes of the Parish Council meeting held on 2 November 2021.

The minutes of the meeting held on 2 November 2021 were agreed after a proposal by Cllr Robin Hinton and second by Cllr Knights. The minutes were signed by the Chairperson.

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

A member of the public confirmed they had received recent communications regarding changing the speed limit on Oulton Street and lifting parking restrictions on the layby on Oulton Street. Currently they are gathering names on a petition regarding the speeding traffic on Oulton Street.

A member of the public spoke on behalf of the four horse riders who were attending the meeting. The member of the public asked if there had been any progress on quiet lanes especially as the roads are busier with horse riders and people. County Cllr Keith Robinson confirmed the speed on Hall Lane will be going down to 30 mph. The PC has another SID which will help with speeding traffic. The member of the public asked if some of the three horse signs could be moved to the opposite direction, so they are not all facing the same direction.

7.20 pm Four members of the public left.

### 5. Reports from:

- **Parish Clerk:** Due to work commitments and taking annual leave there was no Clerk Report.

The Clerk confirmed she had recently received a letter regarding Treebilee – a project to plant trees to celebrate the Platinum Jubilee. A major part of the celebration is the creation of living and lasting memorials, courtesy of a project launched by HRH Prince Charles. Woods Meadow County Park will be receiving 7 oak trees and the location for another oak tree in Oulton was discussed. The Parish Council agreed to participate in this project and will think about the best location for the oak tree. Clerk to action.

- **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:** None
- **Neighbourhood Plan Working Group:** The Chairperson reported on a meeting held on 18 November 2021 which had also been attended by Collective Community Planning. It was extremely pleasing the responses to the survey had gone quite high. The next Neighbourhood Plan meeting will be on 18 January 2022 and the responses will be discussed. Amendments will be made to the draft plan, and it will then be sent to ESC. If the NP is supported, it will be set in stone and help to protect future generations.
- **Oulton Community Centre:** The Chairperson reported that she wished to stand down as the Parish Council representative on Oulton Community Council and would like to delegate the role to the OPC Vice-Chairperson Cllr Collecott. Proposed by Cllr Robin Hinton and unanimously agreed by all Councillors.
- **St Michael's Church:** The Chairperson reported Oulton Poors Trust is currently changing their bank as the money they hand out at Christmas is dependent on interest rates. Christmas cards and Morrisons gift vouchers will handed out to those who have been identified as in need. It was unanimously agreed to include Oulton Poors Trust with St Michael's Church on future agendas.

## 6. Highways:

- **To discuss speeding traffic and the safety of horse riders. Agree upon a course of action.**

Members of the public had raised their concerns in public participation.

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

Cllr Robin Hinton reported on issues regarding parking on Hobart Way. Parking has become increasingly difficult with families having 2 + cars per property. County Cllr Keith Robinson offered his help with this matter.

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

Cllr Knights had prepared the latest SID results, and these were shared with those attending the meeting. The Police have been emailed the results. The Chairperson thanked Cllr Knights and Cllr Robin Hinton for looking after the two SIDs. The SID graphs/data will be incorporated into the Neighbourhood Plan.

## 7. Planning

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

None.

Cllr Keyte is currently working on a PC response for the draft East Suffolk Community Infrastructure Levy (CIL) Consultation. Closing date for responses is 23 December 2021 before 5 pm.

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

None.

## 8. Finance:

- **To receive the income and expenditure figures as at 30 November 2021** – It was noted.
- **To note the bank balance as at 30 November 2021** – £65,338.41
- **To note receipts** –
  - Camps Heath Barn advert in the Oulton Messenger newsletter £10.00
- **To consider any grant applications** – None.

- **To approve payments.**

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

<b>Payee</b>	<b>Value</b>	<b>Description</b>
HMRC	£18.35	Income Tax & NIC
Mrs C Petersen	£892.58	Salary, administrative expenses & mileage
Oulton Community Council	£17.50	Room/hall hire
Waveney Norse	£3439.22	Benches x 3 (CIL)
Parish Online	£220.80	Mapping (one year)
Oulton Community Council	£20.00	Neighbourhood Plan room hire
Norfolk Parish Training & Support	£40.00	Training for Cllr Bryant
Collective Community Planning	£1200.00	Attendance at two meetings & preparation of Regulation 14 Neighbourhood Plan consultation report
East Suffolk Council	£117.00	Planning permission – noticeboard at Jenkins Green
East Suffolk Council	£117.00	Planning permission – noticeboard at Lime Avenue
Suffolk County Council	£150.00	Planning permission – noticeboard, bench & planter at Queens Highway, Camps Heath
East Suffolk Council	£173.56	By-elections
Nest Pensions	£22.12	Contributions
<b>Total</b>	<b>£6428.13</b>	

#### **9. To consider and agree upon the Parish Council Budget for 2022/23.**

The Clerk had prepared a draft budget, and this had been circulated to Councillors before the meeting. The budget figures had been prepared using the three-year forecast method. Discussions took place about the Clerk and Councillors having office space at the Community Centre. All agreed that it would be extremely useful to have an area set aside for the Parish Council. County Cllr Keith Robinson was extremely supportive of the idea of an office space for the PC (shared with the Manager of the Community Centre) and requested the PC sought three quotes and forwarded them onto him for consideration of funding coming from his Locality budget. The PC office could also be used to hold council surgeries. County Cllr Keith Robinson was thanked for his offer of help with this project.

The budget figures were unanimously agreed, and a copy will be uploaded onto the parish website.

#### **10. To agree upon the Precept requirement for 2022/23. Complete and sign the Precept form.**

A letter had been received from East Suffolk Council regarding Oulton Parish Council Precept 2022/23 and this had been circulated to Councillors before the meeting. East Suffolk Council had reviewed the Council's tax base for the coming year, the tax base for Oulton Parish Council will be 1549.90 Band D equivalent properties. Oulton Parish Council agreed to keep its tax charge the same as 2021/22 (i.e., £17.08) which will show as a 0% change on the 2022/23 council tax bill and a precept of £26,472.29 will be requested. The Precept form was signed, and the Clerk will email it to ESC.

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

The noticeboards have been delivered and now require planning permission before they can be installed. The bench at Fisher Row should be installed soon. The bench by the telephone box at Camps Heath will be ordered when the licence has been received. The bench at Brendon Close play area needs to be chased up again as it has been ordered. The litter bins need to be chased up again as they have been ordered but no installation dates have been given. The toddler swing at Brendon Close play area is currently on hold until we can be certain of the balance left after the other purchases have been made using CIL money.

#### **12. To receive an update on a discussion with Persimmon. Agree upon a course of action.**

Cllr Knights and Cllr Robin Hinton have been exceptionally busy with other projects and will contact Persimmon before the next PC meeting. Cllr Collecott asked to be copied into these communications.

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

Cllr Bryant had very recently attended councillor training and found the training to be most useful and very good.  
Cllr Youldon will be booked onto councillor training at the start of 2022.

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

Responsibilities.

**15. To confirm date of the next Parish Council Meeting as Tuesday 04 January 2022 @ 7.00 pm in Oulton Community Centre.**

Confirmed.

The meeting closed at 8.45 pm.

Everyone was thanked for attending and wished a Happy Christmas.