

Oulton Parish Council

Minutes of Parish Council Meeting held on Tuesday 14 April 2020 at 7.00pm virtually via Zoom

Parish Councillors (7) present:

Councillors John Murray, Colin Butler, David Jefferson, Jane Murray, George King, Jenny Hinton, Robin Hinton

District Councillor: Keith Robinson, Edward Back

County Councillor: James Reeder, Keith Robinson

Also in attendance: Carla Petersen (Clerk)

Members of the public: 1

	The Chair welcomed everyone to the first virtual Oulton Parish Council meeting and thanked all for attending.
20.01	To receive and approve apologies for absence Cllrs Peter Collecott due to technical issues and Cara Graham due to family commitments.
20.02	To receive any declarations of interest from Members & consider requests for dispensation. Cllr Jane Murray declared an interest as a member of Oulton Community Council.
20.03	To approve minutes of Parish Council meeting held on 27 February 2020 Accepted as accurate. Proposed by Cllr Butler and seconded by Cllr Jane Murray.
20.04	Adjournment for Public Participation (15 Minutes allowed for) N/A
20.05	Reports from: <ul style="list-style-type: none"> • Parish Clerk – Circulated to councillors before the meeting. It was noted. • County Cllr James Reeder – SCC really has transformed itself into COV-19 nerve centre. Help groups have been set up in parishes. A lot of work has been done by communities coming together. The SCC Home, but not alone helpline is available on 0800 8766926 and is open 7 days a week. Further details can be found here https://www.suffolk.gov.uk/council-and-democracy/council-news/show/home-but-not-alone The NHS and social care are doing a tremendous job. JPH have adequate supplies of PPE. Left at 8.00 pm. • County & District Cllr Keith Robinson – If anyone needs advice to contact himself or County Cllr James Reeder. • District Cllr Edward Back – ESC meetings have been suspended. Reported on signposting to community groups, providing the right links to apply for Universal Credit, business and rent relief, employee support and social distancing. • SALC – COV-19 bulletins circulated regularly.
20.06	To receive Declaration of Acceptance of Office from Mrs Jennifer Hinton Declaration of Acceptance of Office signed. Cllr Jennifer Hinton was welcomed onto OPC.
20.07	To receive Declaration of Acceptance of Office from Mr Robin Hinton Declaration of Acceptance of Office signed. Cllr Robin Hinton was welcomed onto OPC.
20.08	To consider and adopt Draft Co-option Policy dated April 2020 Resolved to adopt Draft Co-option Policy dated April 2020. Proposed by Cllr J Hinton and seconded by Cllr Jane Murray.
20.09	To consider and adopt Draft Risk Assessment and Management Policy dated April 2020 Resolved to adopt Draft Risk Assessment and Management Policy dated April 2020.
20.10	To consider and agree upon Member and Officer Responsibilities Councillors to forward their preferences to the Clerk. To be carried forward to next meeting.
20.11	To discuss the recent coronavirus lockdown. Agree upon a course of action Cllr King offered to design a leaflet listing useful coronavirus contact numbers. Cllr King was thanked for preparing the leaflet. Chair offered to print off the leaflets. Cllr King and Cllrs Hinton offered to distribute the leaflet to households. Copies to be displayed in the noticeboards and on the parish website.

20.12	<p>To consider the Website Comparison Report. Agree upon a course of action</p> <p>Clerk had circulated a comparison report prior to the meeting. Agreed to delegate the responsibility of carrying out further research and the power to appoint a website provider to Cllr John Murray, Cllr King, Cllr J Hinton and the Clerk.</p>																		
20.13	<p>To receive an update on banking arrangements. Agree upon a course of action</p> <p>The Clerk had circulated to all councillors an update before the meeting. Due to the Clerk's previous experience with Barclays she had hoped to be able to get the bank account back in use however this had proved to be impossible to rectify especially with the lockdown situation. A suggestion had been given to councillors by the Clerk to consider Unity Trust Bank who are familiar with the workings of parish councils. The Clerk also contacted other parish councils who use this bank and the feedback was extremely positive. It was agreed that the Clerk should proceed with setting up a bank account with Unity Trust Bank. Due to the Barclays bank account funds not being accessible East Suffolk Council agreed, on a short-term basis, to finance any OPC payments that were due with OPC repaying ESC when the new account is up and running. County Cllr Keith Robinson was thanked for his help in setting up this facility.</p>																		
20.14	<p>To consider and approve the assets register dated 31 March 2020</p> <p>Clerk to check the assets register when finalising the end of year accounts and report back.</p>																		
20.15	<p>To receive an update on the Councillor co-option vacancy. Agree on a course of action</p> <p>The vacancy has been advertised on the parish website. Any applications should be forwarded to the Clerk. All applications will be considered at the parish council meeting on 5 May 2020.</p>																		
20.16	<p>Planning:</p> <ul style="list-style-type: none"> • To consider planning applications: DC/20/1350/FUL – 8 Birch Close, Oulton, NR32 3QF The planning application had only just been received and will be considered by the Planning Committee at a later date. • Planning decisions: DC/20/0604/FUL – Plot, 32 Somerleyton Road, Oulton Decision: Refusal of planning permission 																		
20.17	<p>Highways:</p> <p>To receive a report on highways issues outstanding</p> <p>County Cllr Keith Robinson provided the following report: -</p> <p>Bentley Drive will be closing on 28 April for resurfacing, the SID should be moved around as it is less effective if kept in the same location, Police Road Safety Team have regular speed cameras on Sands Lane, yellow lines have been approved by Aldi, there will be changes in road markings at the roundabout at southern end of Normanston Drive to encourage the correct use of the road. Anyone aware of pot-holes should report them on the Highways website at https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/potholes/.</p>																		
20.18	<p>Finance:</p> <p>The Clerk had prepared a new format for income and expenditure figures. It was noted that the £5000 for the Neighbourhood Plan is no longer included in the 2020/2021 calculations. The new laptop and software and hire of the Blue Boar are outstanding payments and will be raised when invoices are received.</p> <p>To note the bank balance as at 31 March 2020 - £24386.47</p> <p>To note receipts – £118.09 (received in error)</p> <p>To note grants – None</p> <p>To note payment made outside of meeting – 100984 (replacement for returned cheque)</p> <p>To note returned cheques – 100982, 100984, 100985 (mandate does not match signatures)</p> <p>To approve payments.</p> <p>All expenditure approved. Proposed by Chair and seconded by Cllr King.</p> <table border="1" data-bbox="261 1899 1461 2150"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Oulton Community Council</td> <td>£38.00</td> <td>Hall hire</td> </tr> <tr> <td>Suffolk Association of Local Councils</td> <td>£54.00</td> <td>GDPR training 11 March 2020</td> </tr> <tr> <td>Suffolk Association of Local Councils</td> <td>£1025.17</td> <td>Membership subscription 2020/21</td> </tr> <tr> <td>Mrs C Petersen</td> <td>£815.74</td> <td>Salary and administrative expenses</td> </tr> <tr> <td>Total</td> <td>£1932.91</td> <td></td> </tr> </tbody> </table>	Payee	Value	Description	Oulton Community Council	£38.00	Hall hire	Suffolk Association of Local Councils	£54.00	GDPR training 11 March 2020	Suffolk Association of Local Councils	£1025.17	Membership subscription 2020/21	Mrs C Petersen	£815.74	Salary and administrative expenses	Total	£1932.91	
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20.19	<p>To receive updates from individual Council Members (for information only)</p> <p>Cllr Jane Murray enquired about the leaver gifts and cards. Clerk to contact Cllr Collecott regarding one of the gifts which had been delayed due to the coronavirus lockdown. Cllr Jane Murray offered to help the Clerk source the other gift.</p>
20.20	<p>To receive any items for inclusion on the next agenda (for information only)</p> <p>None.</p>
20.21	<p>To confirm date of next virtual Parish Council Meeting as Tuesday 05 May 2020 @ 6.30 pm. The meeting will be the Annual Parish Council Meeting.</p> <p>Confirmed.</p>
	<p>The Chair thanked everyone for their time and the Clerk for setting up Zoom.</p> <p>The meeting closed at 9.48 pm.</p>