

# Oulton Parish Council

Minutes of Extraordinary Parish Council Meeting held on Thursday 27 February 2020 in the Blue Boar at 7.00pm

(Subject to amendment until signed by the Chair at the next meeting)

**Parish Councillors (7) present:**

Councillors Peter Collecott, Cara Graham, John Murray, Colin Butler, David Jefferson, Jane Murray, George King

**District Councillor:** Andree Gee, Keith Robinson,

**County Councillor:** James Reeder, Keith Robinson

**Also in attendance:** Carla Petersen (Clerk)

**Members of the public:** 0

20.01	<b>Election of Chair and signing of Declaration of Acceptance of Office</b> Resolved unanimously to appoint Cllr John Murray as Chair. Declaration of Acceptance of Office signed.
20.02	<b>Election of Vice-Chair and signing of Declaration of Acceptance of Office</b> Cllr Collecott confirmed he would remain as Vice-Chair.
20.03	<b>To confirm appointment of Parish Clerk &amp; Responsible Financial Officer</b> Resolved to appoint Mrs Carla Petersen as Parish Clerk & Responsible Financial Officer.
20.04	<b>To receive and approve apologies for absence</b> District Councillor Edward Back due to another commitment.
20.05	<b>To receive any declarations of interest from Members &amp; consider requests for dispensation.</b> Cllr Collecott and Cllr Jane Murray declared an interest as members of Oulton Community Council.
20.06	<b>To approve minutes of Parish Council meeting held on 4 February 2020</b> Minutes were approved and signed.
20.07	<b>Adjournment for Public Participation (15 Minutes allowed for)</b> N/A
20.08	<b>Reports from:</b> <ul style="list-style-type: none"> <li>• <b>Parish Clerk</b> –Prepared Internal Audit Report which is recommended procedure when there is a change of Clerk. Displayed the Councillor Notice of Vacancy posters. ESC confirmed the Parish Precept Request had been received. The defibrillator funding form has been recompleted with the new Clerk details. The laptop requires a tidy up of documents and folders. Financial figures are not available as the Clerk does not yet have access to on-line banking. Financial records and procedures will be updated and completed ready for the financial year end. Updated the insurance policy. Contacted Bugle Magazine who confirmed that a cheque payment is acceptable.</li> <li>• <b>County Cllr James Reeder</b> - Gave thanks to Mrs Lynne Ward for the services she provided to OPC. The Ipswich Northern Relief Road went to consultation and the process has been stopped due to a large number who do not want it to go ahead. Council are currently looking at its HGV routes and the weight limit in Oulton will be reviewed. The condition of Gorleston Road has been reported and should be repaired in the next 6 weeks. Lowestoft Archives Office will hold an open event on Saturday 29 February 2020. The Archives Office will in the future be open 20 hours per week and will be a manned facility des to all the public consultation. The Hold in Ipswich is coming along well and is due to open in April/May 2020. Large investments have been made in new streetlights which are LED and dimmable (centrally). This should decrease electricity charges. Suffolk Highways are waivering fees for VE Day events. to the confirmed that the funding for the second defibrillator would be sent through to Barclays account.</li> <li>• <b>County &amp; District Cllr Keith Robinson</b> – Still working on the removal of the tree by Salvesons. Norse promised it would be taken down. Council set their budget last night.</li> <li>• <b>District Councillor Andree Gee</b> – 34 carparks in the area will have free carparking for the first half hour. On the recent assets tour brambles and undergrowth were identified by the pond at Jenkins Green. Discussed at Council and biodiversity can be affected if too much work is carried out. Important to enhance and regenerate and satisfy the complaints received. The reed bed by Hall Road will need to be monitored to make sure that it is not destroyed.</li> <li>• <b>SALC</b> – Newsletter from Community Action Suffolk regarding funding for village halls.</li> </ul>

20.09	<p><b>To receive an update on the parish website. Agree on a course of action.</b></p> <p>Parish Council websites must implement and comply with the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations by September 2020. Mr Robertson designed the current parish website and uploads documents onto the website. Mr Robertson is currently in the process of transferring access of the website to the Clerk. Clerk to research alternative websites which will comply with the new regulations.</p>									
20.10	<p><b>To consider the Internal Audit Report prepared by the Clerk. Agree on a course of action.</b></p> <p>The Internal Audit Report had been circulated prior to the meeting. Agreed the Clerk should carry out the recommendations provided in the report.</p>									
20.11	<p><b>To receive an update on Barclays banking. Agree on a course of action.</b></p> <p>The Clerk is familiar with Barclays banking and has successfully set up BACS payment facility for other parishes. Clerk to continue the set-up procedure with Barclays.</p>									
20.12	<p><b>To consider replacement of the Council laptop. Agree on a course of action.</b></p> <p>The laptop froze and was examined by Northbridge Computers who confirmed the laptop was approximately 10 years old and was not cost effective to repair. To enable Clerk to carry out her duties the Chair purchased a new laptop with Office 365 which provides automatic back-ups. Chair to be reimbursed later. Standardised email addresses to be set up for all councillors.</p>									
20.13	<p><b>To consider distributing a parish newsletter. Agree on a course of action.</b></p> <p>Agreed distributing a parish newsletter would be useful. The newsletter could be circulated on the noticeboards, on the parish website and in public places. Clerk to contact Oulton Broad Parish Council for their advice on compiling a newsletter.</p>									
20.14	<p><b>To consider Clerk attending planning session on 18 March 2020. Agree on a course of action.</b></p> <p>Resolved that the Clerk should attend the planning session.</p>									
20.15	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>• <b>To consider planning applications:</b> DC/20/0604/FUL – Parish Council considered this planning application and resolved that ESC should refuse the application for the following reasons: - Concerns for the tree located in the hedge of the neighbouring property and tree stability if the roots were trimmed, red roof tiles not in keeping with neighbouring properties, lack of sufficient off-road parking, not in keeping with the other cottages in the row, highways issues – access/egress, access concerns to the covered side access.</li> <li>• <b>Planning decisions:</b> None received. Planning committee to be appointed at the next PC meeting.</li> </ul>									
20.16	<p><b>Highways:</b></p> <p><b>To receive a report on highways issues outstanding</b></p> <ul style="list-style-type: none"> <li>• The speed indicator device (SID) has been set up by Cllr King and County Cllr Robinson. Thanks, were given to Cllr King for his work in setting up the SID and County Cllr Robinson for his help.</li> <li>• On the recent assets tour it was identified that flaying was necessary on Millennium Way. This has been carried out by Norse.</li> <li>• Concerns were raised about the speed of traffic on Oulton Street and the road being used by lorries.</li> </ul>									
20.17	<p><b>Finance:</b></p> <p><b>To note the bank balance as at 27 February 2020 - Not available</b></p> <p><b>To note receipts – Not available</b></p> <p><b>To note grants – Not available</b></p> <p><b>To approve payments.</b></p> <p>All expenditure approved.</p> <table border="1" data-bbox="248 1935 1439 2058"> <thead> <tr> <th>Payee</th> <th>Value</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>The Bugle Magazine</td> <td>65.00</td> <td>Advertisement</td> </tr> <tr> <td><b>Total</b></td> <td><b>£65.00</b></td> <td></td> </tr> </tbody> </table>	Payee	Value	Description	The Bugle Magazine	65.00	Advertisement	<b>Total</b>	<b>£65.00</b>	
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<b>Total</b>	<b>£65.00</b>									
20.18	<p><b>To receive updates from individual Council Members (for information only)</b></p> <p>Cllr Collecott reported on Oulton Community Centre. The new windows were very expensive. The roof is leaking in places and another quote is waiting to be received. It is hoped that next month it will</p>									

	<p>be possible to decide on a way forward with the roof.  Cllr King commented on the brilliant newsletter compiled by Oulton Broad Parish Council.</p>
<b>20.19</b>	<p><b>To receive any items for inclusion on the next agenda (for information only)</b>  Community Partnerships, Councillor vacancies, Planning Committee.</p>
<b>20.20</b>	<p><b>To resolve to close the meeting to the public.</b>  It was resolved to close the meeting to the public. Clerk left the room and was called in after discussion had taken place.  <b>Confidential:</b></p> <ul style="list-style-type: none"> <li>• <b>To approve and sign Contract of Employment for Clerk/RFO.</b>  Contract of Employment signed by Chair and Clerk.</li> <li>• <b>To consider leaving gifts.</b>  Councillors gave their own private donations for the leaving gifts. Clerk to action.</li> </ul>
<b>20.21</b>	<p><b>To confirm date of the next Parish Council Meeting as Tuesday 14 April 2020 in Oulton Community Centre @ 7.00 pm</b>  Confirmed.</p>
	<p>The meeting closed at 9.25 pm.</p>