

Minutes of Parish Council Meeting held on Thursday 14 January 2021 at 7.00pm virtually via Zoom

Parish Councillors (7) present	Jenny Hinton (Chair), Peter Collecott, Jane Murray, Robin Hinton, Mike Shaw, Tony Knights, Jack Green
County Councillors	Keith Robinson
District Councillors	Keith Robinson, Andree Gee, Edward Back
Also in attendance	Carla Petersen (Clerk)
Members of the public	2

1. To receive and approve apologies for absence

County Councillor James Reeder (another meeting).

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

Cllr Murray and Cllr Collecott declared an interest as members of Oulton Community Council. The Chair declared an interest as OPC liaison for Oulton Community Centre. The Clerk declared an interest as the Manager of Oulton Community Centre.

3. To approve minutes of Parish Council meeting held on 01 December 2020

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

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

None.

5. To confirm the resignation of Councillor George King. Receive an update on the vacancy.

The Clerk reported receiving in writing the resignation from Councillor George King. East Suffolk Council had been advised and a Notice of Vacancy was prepared and displayed. The notice period has now passed, and it has been confirmed that the vacancy can be filled by co-option. A notice will be prepared inviting applicants to apply. Interviews for this vacancy will be held on 2 March 2021.

6. Reports from:

- **County Councillor Keith Robinson:** A report, jointly prepared with County Cllr James Reeder, had been circulated to Councillors before the meeting and is available on the parish website. The vaccination rollout in Lowestoft is picking up speed. Confirmed that the SID cannot be attached to a lamppost and will arrange for an extra post to be installed for the SID to be attached to. Discussed the increased amount of traffic in Oulton and the speed that is recorded in the SID reports. Confirmed that if the speed on Oulton Street was increased to 30mph then the Police would be able to monitor and enforce. Clerk to write a formal request for the speed to be increased to 30 mph.
- **District Councillor Edward Back:** Reported on the importance of staying in and following the current coronavirus rules. Has attended a lot of training sessions.
- **District Councillor Andree Gee:** Offered to carry her report over to the next meeting.

7. Planning:

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

The following planning applications have been considered outside of a PC meeting by the OPC Working Group and further details are on the OPC website:

DC/20/4649/FUL

DC/20/4669/TPO

DC/20/4361/ARM

DC/20/5029/TPO

DC/20/4684/FUL

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

None

District Cllr Andree Gee and County Cllr Keith Robinson left at 7.29 pm.

8. Finance:

- **To receive the income and expenditure figures as at 7 January 2021** – It was noted.
- **To note the bank balance as at 7 January 2021** - £53987.65
- **To note receipts** – None.
- **To approve payments.**

Due to the latest coronavirus restrictions Councillors had not been able to hand deliver approximately 1200 survey leaflets to the new Woods Meadow estate, Dunston Drive area and the houses off Sands Lane. Royal Mail had been approached to see if they could deliver but they needed 4 weeks' notice. The Advertiser were then approached, and they quoted £40 for the leaflets to be inserted in the newspaper. As the leaflets had a closing date it was important that they were delivered as soon as possible otherwise the Neighbourhood Plan consultation would have been delayed. The Clerk arranged for the leaflets to be taken to Norwich. These extra costs will be taken out of the NP funds. Proposed by Cllr Collecott and seconded by Cllr Robin Hinton.

All expenditure approved. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

Payee	Value	Description
Mrs C Petersen	£791.54	Salary, administrative expenses
HMRC	£19.20	Income Tax
NALC	£60.00	LCAS Accreditation Fee
Waveney Norse	£306.78	Dog bin – Fishers Row
Olympic Print	£270.00	Neighbourhood Plan survey printing
Unity Trust Bank	£18.00	Bank charges
Total	£1465.52	

9. To consider and agree upon the Parish Council Budget for 2021/22.

The Clerk left the meeting whilst the Job Evaluation Report, which had been prepared by Norfolk Parish Training & Support. was discussed. The Clerk was then invited back into the meeting. Unanimously agreed that due to the Clerk's experience she would move up to the recommended SCP20 from 1 January 2021 and move up to SCP21 from 1 April 2021. The hours will remain the same at 12 and no extra provision will be given for mapping. The Clerk is to keep a detailed timesheet and an assessment will be carried out at the end of March 2021. It was acknowledged that the Clerk had been putting in more hours than contracted to and Council were very appreciative of her efforts and everything that has now been put in place. Council unanimously agreed that the Clerk should be awarded a £200 pay bonus in her January 2021 salary in recognition of her hard work. It was noted that a provision had been included in the budget for a NJC 3% pay rise (subject to confirmation later in the year).

The Clerk had prepared a draft budget, and this had been circulated to Councillors before the meeting. Subject to Council approval at the next PC meeting two benches are to be considered in the Holly Hill green space and another bench by the telephone box at Camps Heath. These purchases, if approved, will not have an impact on the budget as they will come out of Community Infrastructure Levy (CIL) funds.

An offer had been received to supply a noticeboard for Camps Heath and this will be sited near the telephone box. A noticeboard has also recently been given to the Chair and it is hoped that this can be sited near the Limes Academy. These noticeboards will not have any impact on the budget.

East Suffolk Council are to be approached to ask permission for trees to be planted at Holly Hill green space. The Woodland Trust, twice a year, allow Parish Councils and other groups to apply for free trees. Subject to ESC approval the PC will apply for a Bronze tree package which has 50 trees, and it is the intention that each household in Camps Heath will be given the opportunity to plant their own tree.

It is law that most employees must be enrolled into a workplace pension scheme by their employer. The Clerk will be near the threshold for pension contributions. This will need to be monitored to ensure that OPC are compliant with their employer responsibilities.

The budget figures had been prepared using the three-year forecast method and were approved. Proposed by Cllr Robin Hinton and seconded by Cllr Collecott,

10. To agree upon the Precept requirement for 2021/22. Complete and sign the Precept form.

Resolved that the Precept would be kept at the same figure as the previous year. Cllr Collecott thanked everyone for an exceptional job and for managing to keep spending for 2020/21 within the agreed budget. The Precept form was signed, and the Clerk will email it to ESC.

11. To confirm removal of a bank signatory and appoint a new bank signatory.

Resolved to remove former councillor George King and appoint Cllr Collecott. Proposed by Cllr Murray and seconded by Cllr Robin Hinton.

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

Cllr Robin Hinton and Cllr Knights had received a report about nuisance motorcycles near Birch Close. Persimmon Homes had been contacted and they blocked off both ends so that the motorcycles cannot gain access.

Cllr Robin Hinton and Cllr Knights had actioned the report of mud on Lime Avenue.

Cllr Knights has been continuing to monitor the SID results.

Cllr Collecott raised concerns about their still not being a weight limit through Oulton village and is prepared to take the matter further.

The Chair reported that the green bin is still missing by Hall Lane. Waveney Norse have been contacted to replace the bin however as the bin is not secure it is likely to be removed again or its contents tipped over as in previous occasions. At the next PC meeting Council will consider a permanent bin on a post.

The Chair reported that, to comply with the latest coronavirus guidelines, temporary barriers had been erected by Waveney Norse around the adult gym equipment. The temporary barriers were then strewn all over the playing field and caused a health and safety hazard. The Chair reported the hazard to Waveney Norse who came and removed the barriers. A permanent fence needs to be erected around the adult gym equipment similar to the fence around the children's play equipment. A virtual meeting has been arranged next week with Kerry Blair at ESC to discuss this issue and the Jenkins Green pond.

Cllr Murray reported that there had been fly tipping on the edge of Woods Meadow Country Park and motorbikes have been frightening dog walkers and horse riders. Cllr Murray reported that the Woods Meadow Country Park Newsletter is on the PC website.

Cllr Murray suggested that it would be useful for a bench to be placed on Fisher Row. District Councillor Edward Back offered to provide financial support for this from his next year's budget.

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

CIL spending, councillor responsibilities, councillor vacancy interviews.

14. To confirm date of the next Parish Council Meeting as Tuesday 02 February 2021 @ 7.00 pm via Zoom.

Confirmed.

The meeting closed at 8.40 pm.