

Minutes of Parish Council Meeting held on Tuesday 06 October 2020 at 7.00pm virtually via Zoom

Parish Councillors (8) present	John Murray, Jenny Hinton, Peter Collecott, Colin Butler, Jane Murray, George King, Robin Hinton, Mike Shaw
County Councillors	Keith Robinson, James Reeder
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	2

1. To receive and approve apologies for absence

Cllr King (work commitments) and District Cllr Edward Back (recovering from virtual London marathon).

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

Cllr Jane Murray and Cllr Collecott declared an interest as members of Oulton Community Council. Cllr Jenny Hinton declared an interest as OPC liaison for Oulton Community Council.

3. To approve minutes of Parish Council meeting held on 1 September 2020

Accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Jane Murray.

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

A parishioner reported that the Speed Information Device on Oulton Street is working again. A parishioner reported that recently they had contacted OPC councillors regarding the condition of Jenkins Green pond. A meeting had been held at the pond with a few councillors and some residents. The residents were invited to attend the Neighbourhood Plan WG. The parishioner thanked OPC for their help with this issue.

5. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. It was noted.
- **County Councillor James Reeder:** A report, jointly prepared with County Cllr Keith Robinson, had been circulated to Councillors before the meeting. Reported that SCC is not able to support the Sizewell C application but will work with EDF Energy to rectify some of the concerns. Reported that on 23 September 2020 County Cllr Keith Robinson had been elected as Chair of East Suffolk Council. Everyone congratulated County Cllr Keith Robinson on his success and wished him the best of luck.
- **County Councillor Keith Robinson:** Reported that the Hardship Fund has just started and is available for small businesses or those in real trouble. Further advice is available from Suffolk Advice and Support Service Helpline on 0800 068 3131 <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service>. Details will be sent on a postcard to everyone in Suffolk. The recent footpath communication will be considered by OPC and comments forwarded to County Cllr Keith Robinson.
- **District Councillor Andree Gee:** Reported that an extraordinary meeting had been held on 3 September 2020 regarding Sizewell C. The Third Crossing bridge will be called Gulls Wing. Reported attending remote meetings and training sessions.
- **SALC:** Significant providers of coronavirus information. Those attending the recent planning training sessions have found them especially useful. The Chair reported attending a SALC board meeting and the minutes will be available soon. For budgeting purposes, subscription fees are likely to increase by 3%.
- **Neighbourhood Plan Working Group:** Cllr Jenny Hinton reported that the WG is making huge progress. A telephone box consultation letter has been delivered to all residents in Camps Heath.

More copies will be printed off and will be delivered to residents in Oulton. The closing date for the telephone box consultation is 30 October 2020. Photo ID badges were ordered and were worn when delivering the letters. Neighbourhood Plan grant funding was successful and has been deposited into the OPC bank account. Cllr Shaw has taken on the Jenkins Green pond project and has already been in contact with Waveney Norse and ESC. It was agreed that Cllr Shaw and the Clerk would write a letter to ESC regarding the Jenkins Green pond. AECOM will be starting work on Design Codes and have also been asked to carry out a Housing Needs Assessment. Collective Community Planning are working on Evidence Base and they will present this at the next NP WG meeting on 26 October 2020. The NP WG are on track with Collective Community Planning timeframe.

It was agreed that Oulton Community Centre would submit a report for OPC meetings.

6. Highways:

- **To receive a report on outstanding highways issues:** County Cllr Keith Robinson reported that the Speed Information Device had not moved and will need to be repositioned. Highways are looking into a permanent Speed Information Device for Oulton Street. Cllr Robin Hinton reported that the Somerleyton Road roundabout had been marked up for repairs, but no further action has been carried out. Cllr Robin Hinton will report this to Highways using the online reporting tool.

A five-minute comfort break was given.

County Cllr James Reeder left at 20.12 pm.

7. Planning:

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

The following planning applications have or will be considered outside of a PC meeting by the OPC Planning Committee and further details are on the OPC website:

DC/20/3377/FUL

DC/20/3820/ARM Consultation deadline 21 October 2020.

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

DC/20/2742/FUL - Granted

DC/20/2898/FUL - Granted

DC/20/2866/FUL - Granted

8. Finance:

- **To receive the income and expenditure figures as at 30 September 2020** – It was noted.
- **To note the bank balance as at 30 September 2020** - £49292.45
- **To note receipts** –
 - Neighbourhood Plan funding - £5497.00
 - East Suffolk Council precept - £12500.00
- **To confirm transferring the Neighbourhood Plan grant funds into Savings Account number 2** – Confirmed.
- **To consider the grant applications received and process in accordance with Oulton Parish Council Grant Awarding Policy:**

Three completed Grant Application forms had been received and these were considered in accordance with the OPC Grant Awarding Policy.

 - I. St Michael's Church. Agreed.
 - II. Disability Advice North East Suffolk. Refused.
 - III. Oulton Community Council. Agreed.

Proposed by Cllr Jane Murray and seconded by Cllr Butler.
- **To approve payments.**

It was noted that an invoice for £306.78 had been received from Waveney Norse for supplying and installing the dog bin on Fishers Row. The invoice will be processed for payment after the dog bin has been repositioned. It was noted that Mr B Hunter will be reimbursed for the Remembrance Day wreath when further details are provided. All expenditure approved. Proposed by Cllr Jenny Hinton and seconded by Cllr Jane Murray.

Payee	Value	Description
Norfolk Parish Training & Support	£100.00	Councillor training for Cllr Jenny Hinton & Cllr Robin Hinton
Suffolk Association of Local Councils	£60.00	Planning training 26 August 2020 & 10 September 2020
Mrs C Petersen	£857.55	Salary & administrative expenses
HMRC	£14.24	National Insurance
Mrs C Petersen	£62.46	Neighbourhood Plan expenses
Information Commissioner's Office	£35.00	Data protection fee
Unity Trust Bank	£18.00	Service charge (July 2020 – Sept 2020)
St Michael's Church	£500.00	Grant – s137
Oulton Community Council	£1000.00	Grant – s137
Total	£2647.25	

9. To consider the defibrillator installation comparison report. Agree upon a course of action.

The Clerk had prepared a defibrillator installation comparison report, and this had been circulated for consideration before the meeting. Four companies had been approached to install the defibrillator however only two quotes had been received. It was proposed by Cllr Jane Murray and seconded by Cllr Collecott that Warman Electrical should be appointed to install the defibrillator. Clerk to action.

10. To consider the digital mapping comparison report. Agree upon a course of action.

The Clerk had prepared a digital mapping comparison report, and this had been circulated for consideration before the meeting. The Neighbourhood Plan Working Group had already been making good use of the free for 60 days version of Parish Online. It was noted that in the future if OPC insured through BHIB then Parish Online would be free. It was agreed to use the Parish Online option which was considerably cheaper than the other quote. Proposed by Cllr Robin Hinton and seconded by Cllr Jenny Hinton.

11. To consider the Clerk's shared formula for subscription to Society of Local Council Clerks and future training. Agree upon a course of action.

The Clerk had taken the OPC suggested proposal to her two other parishes for their consideration. The suggested proposals from the two other parishes were considered and it was agreed that the Clerk should take back to them the following proposal of 25% each for the two smaller parishes and 50% for OPC. Proposed by Cllr Jenny Hinton and seconded by the Chair. Clerk to action.

12. To consider purchasing h-viz vests for outdoor council activities. Agree upon a course of action.

It was agreed that the safety of everyone carrying out outdoor council activities was extremely important. 10 hi-viz vests personalised with Oulton Parish Council will be purchased. Clerk to action.

At 21.02 pm, in accordance with Standing Orders 3x, it was resolved that the meeting should continue beyond the two-hour time limit. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton.

13. To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1-15.

Resolved that Council publishes online the Local Council Awards Scheme Foundation Level criteria 1-15.

14. To confirm by resolution that Council publishes online the Local Council Awards Scheme Foundation Level criteria 16-23.

Resolved that Council publishes online the Local Council Awards Scheme Foundation Level criteria 16-23.

15. To confirm by resolution that Council are ready to apply for accreditation of Local Council Awards Scheme Foundation Level.

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16. To receive an update on the councillor vacancy. Agree upon a course of action.

ESC had been advised about the resignation of former councillor David Jefferson. Notice of Vacancy had been displayed and the required number of days have now passed. ESC has confirmed that the vacancy can be filled by co-option. The Clerk advised that she had received interest from three residents who would like to become a councillor. It was agreed that a virtual interview meeting will be arranged for Monday 2 November 2020 at 6.00 pm. All applicants will be invited to attend this meeting.

17. To receive an update on the parking of lorries in Mobbs Way.

County Cllr Keith Robinson and Cllr Jane Murray attended a meeting on 29 September 2020 with Mark Johnson, Site General Manager, at XPO Logistics on Mobbs Way Business Park. The meeting was very positive and the following actions were agreed:- will place refuse bins along the perimeter fence on Mobbs Way, will place multilingual signage along the perimeter fence to encourage the correct behaviours from visiting third party lorry drivers whilst waiting to access the site and will produce a one page multilingual hand out to make drivers aware of welfare facilities on site. Mark Johnson will advise OPC when all the changes have been carried out.

18. To confirm the appointment of two further volunteers for the Speed Information Device.

It was agreed that Cllr Robin Hinton and Mr Tony Knights would be appointed to help Cllr King with the Speed Information Device.

19. To consider traffic calming. Agree upon a course of action.

It was agreed that Cllr Robin Hinton and Cllr Shaw would discuss this issue with County Cllr Keith Robinson.

20. To receive an update on the telephone box at Camps Heath.

Update already provided earlier in the meeting.

21. To receive an update on Woods Meadow Country Park.

Enquiries had been received regarding the new community centre, shop, and medical centre. All OPC councillors have been invited to visit the Woods Meadow County Park on 14 October 2020. A coronavirus risk assessment will be carried out before the visit. A similar visit will be arranged later for residents.

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

Cllr Butler reported that a meeting will be held very soon with ESC Travel Association. Any comments regarding bus services should be forwarded to Cllr Butler before the meeting.

The Chair reported that those attending the SALC Planning Training will have their last session on Wednesday 14 October 2020. Any individual comments on the Planning White Paper can be submitted after the last training session as the deadline for submission of comments is later in the month.

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

Clerk appraisal, budget.

24. To confirm date of the next Parish Council Meeting as Tuesday 3 November 2020 @ 7.00 pm via Zoom.

Confirmed.

Everyone was thanked for their attendance.

The meeting closed at 21.48 pm.