

Minutes of Parish Council Meeting held on Tuesday 07 July 2020 at 7.00pm virtually via Zoom

Parish Councillors (8) present	John Murray, Peter Collecott, Colin Butler, Jane Murray, George King, Jenny Hinton, Robin Hinton, Mike Shaw
County Councillors	Keith Robinson, James Reeder (arrived at 19.47)
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	0

1. To receive and approve apologies for absence

Cllr Jefferson due to technical issues and District Cllr Edward Back due to technical issues.

2. To appoint a minute taker if the Clerk's internet connection fails

The Clerk had installed a Wi-Fi booster device. Unanimously agreed that it was not necessary to appoint a minute taker.

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

Cllr Collecott and Cllr Jane Murray declared an interest as members of Oulton Community Council.

4. To approve minutes of Parish Council meeting held on 02 June 2020

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

The Chair informed members on the sad news of the recent death of Michael O'Callaghan who had passed away last week. Michael and his wife Anne had both been part of the Neighbourhood Plan Steering Group. A minute's silence was observed.

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

None.

6. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. It was noted.
- **County Councillor Keith Robinson:** A report, jointly prepared with County Cllr James Reeder, had been circulated to Councillors before the meeting. A copy is available on the parish website. Reported on travel time restrictions being lifted on public transport, Sizewell C consultation is with the Government at the moment, a new core system for highspeed broadband in Lowestoft - small cabinets will be installed next to the green cabinet and there will be an option for households to sign up to full fibre broadband. Reported that Gt Yarmouth & Waveney Health has now been disbanded however will still have a voice through Norfolk Scrutiny Committee. An alternative version of the proposed bridleway map for Woods Meadow had been circulated to councillors prior to the meeting. The proposal is in the early stages.
- **County Councillor James Reeder:** Apologised for being slightly late due to attending another meeting. Confirmed that bridleways go on definitive maps and also explained the alternative version for the proposed bridleway.
- **District Councillor Andree Gee:** Reported on the starting of drilling bore holes to enable construction of the flood defence barrier in Lowestoft. Traffic has been a nightmare today due to the roadworks and currently traffic is unable to go up Waveney Drive. The Third Crossing bridge award has been delayed until 25 August 2020 due to a couple of companies changing their bids.

- **SALC** – Significant providers of coronavirus information.

7. Highways:

- **To receive a report on outstanding highways issues:** County Cllr Keith Robinson reported that roads are being repaired and potholes filled. New zig-zag lines will be painted on the roads near schools. The Civil Enforcement of Parking Contraventions Designation Order 2020 enables Civil Parking Enforcement to be administered.

Cllr Jenny Hinton reminded all that at the last OPC meeting a parishioner had commented on the noisy traffic on Oulton Street. She had been and had a look and realised that some of the noise was due to a faulty drain which is in need of repair. This has been reported to SCC and a log number is now held on file.

County Cllr Keith Robinson and County Cllr James Reeder left at 20.16 pm.

8. Planning:

- **To receive new planning applications and make comment**
None.
- **To receive results and updates on outstanding applications**
None.

9. Finance:

- **To receive the income and expenditure figures as at 30 June 2020** – It was noted.
- **To note the bank balance as at 30 June 2020** - £34483.46
- **To note receipts** – HMRC £1338.39 VAT reclaim
- **To note grants** – None
- **To note grant application requests received:** Suffolk Accident Rescue Service & Disability Advice North East Suffolk. Due to the ongoing difficulties with transferring the balances from the Barclays Bank accounts to the new Unity Trust Bank accounts any grant applications will have to be put on hold until the transfer has successfully completed. It was noted that £1000 has been given on a yearly basis to OCC so was added to the list of outstanding grants for consideration. Clerk to contact OCC Manager and update her on the Barclays Bank difficulties.
- **To approve payments.**

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

Payee	Value	Description
Mr J Murray	£30.00	Re-imburement for OPC meeting held at Blue Boar on 27 February 2020
National Association of Local Councils	£60.00	Local Council Award Scheme Registration Fee – Foundation level
Mrs C Petersen	£737.68	Salary, administration expenses & re-imburement for Wix website yearly fee
Steve Jackman	£360.00	Website development
Total	£1187.68	

10. To discuss the coronavirus lockdown. Agree upon a course of action.

Discussed earlier in the meeting.

11. To receive an update on Unity Trust Bank and Barclays Bank. Agree upon a course of action.

Cllr King has now successfully been added as a signatory to the Unity Trust Bank account. The Clerk had compiled a document detailing all the requests, instructions and email instructions which had been made to Barclays. The Clerk had telephoned Barclays requesting to arrange a face to face meeting with a Barclays Business Manager. The Clerk had been advised that it was not possible to book an appointment over the phone

and that the local branches are handling these requests. The Clerk went into the Lowestoft branch of Barclays only to be advised that they could not help as she is not a signatory on the account. The Chair was updated, and he telephoned Barclays and was advised that the two previous signatories should each write a letter requesting that their signatures be updated and supply the relevant evidence. Due to the difficulties with getting the transfer of money resolved various options were suggested - Banking Ombudsman, contacting SALC for advice and approaching a solicitor for half hour's free advice. A speedy conclusion to this matter is essential as OPC has limited funds in the Unity Trust Bank account.

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

Resolved to remove former Councillor Cara Graham and appoint Cllr Shaw as the new bank signatory. Clerk to action.

13. To consider Parish Council meeting frequency. Agree upon a course of action.

Resolved to continue with monthly meetings apart from January and August when council does not meet. Extraordinary meetings can be held if there is any urgent business.

14. To consider setting up a Policy Working Group. Agree upon a course of action.

Resolved to appoint the Chair, Cllr Jenny Hinton, Cllr Shaw and Cllr Collecott to work on policies provided in draft format from the Clerk. The first policy to be worked through will be the Grant Awarding Policy. The Clerk will then prepare a revised draft policy based on the comments received and submit to Council for approval at the next available Full Council meeting.

At 21.00 pm, in accordance with Standing Orders 3x, it was resolved that the meeting should continue beyond the two-hour time limit. Proposed by Cllr Jane Murray and seconded by Cllr Jenny Hinton.

A five-minute comfort break was given.

District Councillor Andree Gee left at 21.04 pm.

15. To receive an update on the defibrillator.

Oulton Community Centre had confirmed that the defibrillator can be installed at the agreed exterior location. The Clerk contacted Jayne Biggs at Heart 2 Heart who had supplied the defibrillator. She confirmed that due to the coronavirus lockdown restrictions having eased a little, the electrician is now busy, but he will fit in the installation as soon as possible.

16. To receive an update on the new parish website.

The new website is up and running. Documents and some photos have been transferred over from the previous website. The Clerk has received training on using the Wix website. Currently there are a couple of councillor introductions on the website and the remaining councillors confirmed they would send theirs through to the Clerk. Oulton geography and history need to be added to the website. It was suggested that Ivan Bunn and William Robertson may be able to help with that content. Cllr Jane Murray to make enquiries and update the Clerk. Agreed that a coronavirus tab should be added to the website so that the latest information can easily be found. Clerk to action.

17. To receive an update on the councillor vacancy.

The notice of Councillor vacancy had been displayed and the required number of requests to call a by-election had been received by East Suffolk Council. Due to the coronavirus restrictions the provisional date for the by-election will be Thursday 6 May 2021. Further details to follow.

18. To consider and agree upon Member and Officer responsibilities.

Member and Officer responsibilities document was agreed. A copy is available on the website.

19. To consider and agree upon Data Protection Privacy Notice.

Resolved to approve the Data Protection Privacy Notice. Proposed by Cllr Jane Murray and seconded by Cllr Robin Hinton.

20. To consider and agree upon the Training Record.

Resolved that the Councillor Training Record should start from the beginning of 2018. The document will be updated by the Clerk when training has been attended. It was noted that due to the coronavirus training options are far more limited. The Clerk is familiar with other training providers and will circulate these to all councillors.

21. To receive an update on the Neighbourhood Plan. Agree upon a course of action.

Due to all the recent changes at OPC it has been difficult to ascertain at what stage OPC are currently at with the Neighbourhood Plan. The Clerk has been gathering documents from various sources. It was agreed that the best way forward was to arrange a meeting in Cllr Collecott's garden so that all the documentation could be carefully looked through. Social distancing guidelines must be adhered to. Cllr Jenny Hinton offered to arrange the meeting as soon as possible. An update will be provided at the next Full Council meeting.

22. To consider and agree upon one of the suggested names for the new road on Fallowfields.

It was unanimously agreed that Glebe Crescent was the preferred option.

23. To discuss the location of the Oulton Parish Book of Remembrance. Agree upon a course of action.

Cllr Jane Murray offered to contact Rev. Helen Jary at St. Michael's Church, Oulton and make further enquiries about the Oulton Parish Book of Remembrance.

24. To discuss the Sizewell C development. Agree upon a course of action.

Discussed earlier in the meeting.

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

Cllr King reported that he knows of some parishioners who have expressed an interest in attending the next physical meeting.

Cllr King reported that the battery on the SID has been charged.

Cllr Jane Murray reported that as a parish Oulton do not know what is going on at Woods Meadow Country Park. Since 2019 OPC has heard nothing from ESC and OPC need to be more involved. Woods Meadow Country Park will be followed up at the next planning meeting. If there is anything else that needs to be raised with ESC planning let Cllr Jane Murray know before the ESC planning meeting.

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

Parking of lorries in Mobbs Way, details of Oulton Pools Trust, litter picking & equipment, Health & Safety Policy, training

27. To discuss personal leaving presents from Councillors.

Agreed to send a leaving card to former Councillor Cara Graham. Clerk to action.

28. To confirm date of the next Parish Council Meeting as Tuesday 1 September 2020 @ 7.00 pm in Oulton Community Centre or via Zoom if social distancing is still recommended.

Confirmed.

The Chair thanked everyone for their time and the Clerk for sorting out Zoom.

The meeting closed at 22.16 pm.