

Minutes of Parish Council Meeting held on Tuesday 6 April 2021 at 7.00pm virtually via Zoom

Parish Councillors (6) present	Jenny Hinton (Chairman), Peter Collecott, Robin Hinton, Mike Shaw, Tony Knights, John Sarbutt
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

Cllr Green (bereavement), Cllr Keyte (family commitment).

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

Cllr Collecott declared an interest as a member of Oulton Community Council. The Chairman 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 2 March 2021

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

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

None.

5. Reports from:

- **Woods Meadow Country Park:** None.
- **Parish Clerk:** Due to the Clerk focusing on preparing the Financial Year End the March 2021 her report will be included in next month's report. The Clerk confirmed that the accounts had already been delivered to the Internal Auditor and the VAT126 had been completed and submitted to HMRC.
- **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.
- **County Councillor James Reeder:** None.
- **District Councillor Edward Back:** None.
- **District Councillor Andree Gee:** None.
- **Neighbourhood Plan Working Group:** The Chairman reported that the Neighbourhood Plan is on track. The last meeting was very productive. The residents near Brendon Close Play Area had been consulted about whether they would like a bench, picnic table or nothing installed at the play area. The area is mostly bungalows and since the consultation had gone out it had come to light that a picnic area is going to be installed at Woods Meadow Country Park. It was noted that currently the play area only has a baby swing, and it was felt that a toddler swing would be more useful. Tony Rudd has been asked for the cost to install a toddler swing. Those watching over children have nothing to sit on so it was agreed that a backless bench would be most useful. It was unanimously agreed that the PC should use CIL funds for these purchases. The first issue of the Oulton Messenger had been very well received. The next issue will be in July. Thanks were given to those who helped with its preparation and distribution. Businesses will be able to advertise and there will be a children's competition in the next issue. Subject to coronavirus guidelines it is hoped that the prize will be presented at Oulton Community Centre.

- **Oulton Community Centre:** Cllr Collecott reported that the Community Centre will begin a phased re-opening based on the roadmap regulations. County Cllr Keith Robinson reported that Bingo, which is normally held on a Wednesday night, requires help with its running and he is happy to stand behind it. The Chairman offered to help making teas and coffees and Cllr Robin Hinton offered to help with running the group. Based on the current roadmap physical meetings for the PC and NP WG can resume after 21 June 2021.

6. Highways:

- **To receive a report on outstanding highways issues**

Cllr Knights reported that the faulty street lighting on Stirling Close/Meadow Road has been repaired.

A complaint had been received from a resident about a quad bike. This has been reported to the Police.

A site meeting had been held with Orwell Housing to discuss dog fouling and litter issues. A plan has been agreed.

Cllr Robin Hinton expressed concerns again about the hedges on Oulton Road North that are making it difficult to have a clear view.

- **To receive Speed Indicator Device (SID) results**

Cllr Knights and Cllr Robin Hinton presented a slide show of the most recent SID results. The fastest recorded speed was 80 mph which may have been an emergency vehicle. Cllr Knights and Cllr Robin Hinton will be carrying out a survey to count the type of vehicles on a particular day. It was noted that the intended housing off Oulton Street near Spinney Farm will add to the traffic numbers.

7. Planning

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

DC/21/1186/FUL Birch Close, Lowestoft, NR32 3QF. Details of the planning application had been circulated to Councillors before the meeting. It was unanimously agreed that there were no objections to the application.

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

None

Cllr Shaw reported that OPC had been invited by East Suffolk Council to attend a virtual meeting on 19 March 2021. The purpose of the meeting was to receive information about a Residential Development Brief for the site WLP2.14 Land North of Union Lane. The meeting had been attended by Oulton Parish Councillors and the Clerk. Concerns were given to ESC Planning about the increased number of vehicles, the closeness to a Grade II listed building and the burial sites. A request was given for OPC to meet with developers and planners at the site. ESC Planning was updated on the progress of the Oulton NP and the Design Codes and various documents which are on the OPC website. All the comments received from residents regarding WLP2.14 had been compiled into a report and were given to ESC for them to consider.

Cllr Collecott left at 7.49 pm.

8. Finance:

- **To receive the income and expenditure figures as at 31 March 2021** – It was noted.
- **To note the bank balance as at 31 March 2021** – £46045.88
- **To note receipts** – None
- **To consider any grant applications** – None
- **To approve payments.**

Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

Payee	Value	Description
HMRC	£55.61	Income Tax & NIC
Norfolk Parish Training & Support	£250.00	Subscription 2021/22
Mrs C Petersen	£830.25	Salary, administrative expenses
Mrs C Petersen	£4.00	NP administrative expenses
Olympic Print	£295.00	Neighbourhood Plan. Printing.
Groundwork UK	£243.32	Neighbourhood Plan. Repaid unused grant funding.
Total	£1678.18	

9. To appoint a representative Councillor to the Board of Trustees of Oulton Pools Trust.

Councillors requested this be carried forward to another meeting. County Cllr Keith Robinson offered to attend their meetings as a non-parish Councillor.

10. To review and agree the GDPR Data/Information Audit.

The GDPR Data/Information Audit had been circulated to Councillors before the meeting. It was noted.

11. To approve and sign the CIL Report 1 April 2020 to 31 March 2021.

ESC last year had brought it to the attention of OPC that it is a legal requirement for the CIL reports to be uploaded onto the parish website. This had not been the case and the Clerk had rectified this so that all the necessary years are on the website. The CIL report had been prepared by the Clerk and includes CIL funding received in the year up to 31 March 2021. Community assets have been ordered and will use some of the CIL funds. The CIL Report to 31 March 2021 was accepted as correct. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

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

Cllr Collecott reported that usually in June or July each year he holds a BBQ at his home for Councillors plus one. He would like to hold this usual event however regulations will determine if it can be held.

Cllr Robin Hinton reported that there are still some holes in the curb side at Hobart Way. Cllr Knights offered to look into this.

Cllr Knights offered to become the representative for Woods Meadow Country Park. To be confirmed at the next PC meeting.

Cllr Sarbutt raised concerns about the grass cutting on Millennium Way and suggested that a 50m cut and a 50m uncut would make it look like it is a managed cut and people will respect it more.

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

Bus stop on Sands Lane.

County & District Councillors and members of the public left.

14. To resolve to close the meeting to the public. Confidential.

Enquiries had been made regarding a workplace pension for the Clerk. The Local Government Pension Scheme stated in the Clerk's Contract of Employment would incur a large employer percentage contribution. The Clerk had already expressed her concerns around the employer contribution figures. It was agreed to vary the Clerk Contract of Employment and remove Local Government Pension Scheme as the workplace pension provider and instead use NEST Pensions with an employer contribution of 3 % and an employee contribution of 5 % including tax relief. Proposed by Cllr Robin Hinton and seconded by Cllr Knights. The Contract of Employment will be amended, and the amendment will take immediate effect.

**15. To confirm date of the next Parish Council Meeting as Tuesday 05 May 2021 @ 7.00 pm via Zoom.
The meeting will be the Annual Parish Council Meeting.**

Confirmed.

The meeting closed at 8.39 pm.