

Minutes of Parish Council Meeting held on Tuesday 01 September 2020 at 7.00pm virtually via Zoom

Parish Councillors (7) present	John Murray, Jenny Hinton, Colin Butler, Jane Murray, George King, Robin Hinton, Mike Shaw
County Councillors	Keith Robinson, James Reeder (arrived at 19.46)
District Councillors	Keith Robinson, Andree Gee
Also in attendance	Carla Petersen (Clerk)
Members of the public	1

1. To receive and approve apologies for absence

Cllr Jefferson due to technical issues, Cllr Collecott due to holiday and District Cllr Edward Back due to another appointment.

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

Cllr Jane Murray declared an interest as member of Oulton Community Council.

3. To approve minutes of Extraordinary Parish Council meeting held on 20 August 2020

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

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

The parishioner, who moved to Oulton just before lockdown, raised concerns about the speed of traffic on Oulton Street and reported noticing that the SID had stopped working. It was confirmed that the battery on the SID had died and Cllr King confirmed he would arrange for it to be recharged. County Cllr Keith Robinson offered to investigate the possibility of part financing a fixed 20mph SID in Oulton Street. The moveable SID could then be repositioned back at its agreed shared locations on Sands Lane. Cllr Robin Hinton offered to help when the SID needs relocating. The parishioner reported reading about local bike thefts.

5. 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. Due to the current building works on Fallowfields a road hump will need to be repositioned a few meters north. It was confirmed that it would be a similar build to the current hump.
- **County Councillor James Reeder:** Recommended that OPC should contact Planning about the letter that had been sent in March 2020 regarding access to the flap cover at the new development in Fallowfields. Cllr Butler and the Clerk will compile a letter expressing concerns and send to Planning.
- **District Councillor Andree Gee:** Reported on a recent meeting at the perimeter of Woods Meadow County Park on 18 August 2020. The meeting had been attended by Cllr Jane Murray, Cllr Butler, County Cllr Keith Robinson, District Cllr Edward Back and the Park Ranger Chris Ryde. The Third Crossing is due to start being built in Spring 2021. On 3 September 2020 will be attending an extraordinary council meeting on Sizewell C.
- **SALC:** Significant providers of coronavirus information. Those attending the recent planning training session found it especially useful.
- **Neighbourhood Plan Working Group:** Cllr Jenny Hinton reported contacting Mr Tony Wright, the former NP Administrator, who had confirmed that he would try to source the passcodes for the original questionnaire. He confirmed that once the questionnaire results had been compiled the original documents were destroyed.

- **Oulton Poores Trust:** Cllr Jane Murray provided a report up to 31 March 2020 which had been circulated prior to the meeting. It should be noted that there is no connection between Oulton Poores Trust and Oulton Parish Council. Should any Councillors know of anyone in the parish that needs support then they should contact the Oulton Poores Trust.
- **Oulton Community Centre:** A report about the opening of the Oulton Community Centre on 1 September 2020 had been circulated prior to the meeting. The report listed all the measures that are in place at the Community Centre due to coronavirus.

6. Highways:

- **To receive a report on outstanding highways issues:** The noisy drain cover in Oulton Road has been repaired. Highways were thanked for doing a wonderful job.

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 Planning Committee and further details are on the OPC website:

DC/20/3377/FUL

DC/20/3296/LBC

DC/20/2523/FUL

DC/20/2742/FUL

DC/20/2749/VOC

DC/20/2898/FUL

DC/20/2866/FUL

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

DC/20/1708/FUL - Granted

8. Finance:

- **To receive the income and expenditure figures as at 28 August 2020** – It was noted.
- **To note the bank balance as at 28 August 2020** - £32626.94
- **To note receipts** – Barclays Bank - £2.68 Interest
- **To note grants** – None
- **To note grant application requests received to date:** Suffolk Accident Rescue Service, Disability Advice North East Suffolk, Oulton Community Council and St Michaels Church. OPC has just adopted a Grant Awarding Policy. Clerk to contact those who have requested grants and supply them with an application form.
- **To confirm the balance to be kept in the current bank account** – Confirmed £12K should be kept in the current account. The remaining balance will be kept in the savings account so that it can earn a little interest.
- **To approve payments.**

It was noted that the yearly insurance invoice had not been received from Community Action Suffolk and would be due for payment at the end of September 2020. The insurance has been fixed for 3 years so the renewal amount will be £231.29. All expenditure approved. Proposed by Cllr Jane Murray and seconded by Cllr Jenny Hinton.

Payee	Value	Description
Mrs C Petersen	£1380.21	Salary & administrative expenses
Norfolk Parish Training & Support	£150.00	Councillor training for Cllr King, Cllr Jane Murray & Cllr Shaw
Total	£1530.21	

9. To consider and adopt the following draft policies/documents reviewed by the Policy Working Group:

9.1 Action Plan 2020/21

9.2 Complaints Policy & Procedure

9.3 Disciplinary Policy

9.4 Freedom of Information Act

9.5 Grievance Policy

9.6 Grant Awarding Policy & Procedure

9.7 Internal Control Policy & Checklist

9.8 Training and Development Policy

These have all been circulated and reviewed by the Policy Working Group. The documents were then circulated to all Councillors before the meeting. Resolved to approve 9.1 – 9.8. Proposed by Cllr Jenny Hinton and seconded by the Chair.

10. To review the Suffolk Local Code of Practice dated June 2014

The 2014 version of Suffolk Local Code of Practice was reviewed, and it was noted that the Code of Practice is currently under National review. OPC will continue to use this version until a revised one can be adopted. Proposed by Cllr Jenny Hinton and seconded by the Chair.

11. To appoint a Complaints/Personnel Committee

Resolved to appoint the Chair, Cllr Robin Hinton and Cllr Jane Murray.

12. To approve subscription to Information Commissioner's Office. Agree upon a course of action.

Resolved to approve subscription to Information Commissioner's Office. It was noted that the yearly fee is £40 however if paid by direct debit it would be £35. Agreed to set up a direct debit. Clerk to action.

13. To consider Clerk shared subscription to Society of Local Council Clerks. Agree upon a course of action.

The Clerk had circulated subscription costs to councillors before the meeting. The Clerk is also Clerk to two other parish councils and they equally shared subscription costs the previous year. It was noted that OPC were very thankful to the other two parishes for their support with helping the Clerk to become CiLCA qualified. It was agreed the Clerk should contact her two other parishes and discuss with them a shared formula for SLCC subscription and training. Proposed by the Chair and seconded by Cllr Jenny Hinton.

14. To consider Clerk attendance at Society of Local Council Clerks Virtual National Conference. Agree upon a course of action.

The Clerk had circulated information before the meeting. The cost for attending the weeks event is £25 which would be on a shared formula basis (see 13). It was agreed the Clerk should attend.

15. To consider and appoint an Internal Auditor for 2020/21. Agree upon a course of action.

The Clerk had circulated information before the meeting. It is recommended practice to appoint a new Internal Auditor every 3 – 5 years. The Clerks two other parishes had followed this recommendation earlier this year. Their new Internal Auditor, Catherine Moore, prepares a very thorough Internal Auditor Report and the Clerk is familiar with her audit requirements. Resolved to appoint Catherine Moore to be the Internal Auditor for 2020/21. Proposed by the Chair and seconded by Cllr Jenny Hinton. Clerk to action.

16. To discuss the parking of lorries in Mobbs Way. Agree upon a course of action.

The parking of lorries in Mobbs Way was discussed. This is not a new problem and has been brought to the attention of the Council before. Concerns were raised about the drivers having a lack of washing facilities and not being able to access toilets whilst waiting to make deliveries at XPO Logistics. It was agreed that this is a national problem for lorry drivers however it would be good if there was a way to make a difference even if just locally. Cllr

Jane Murray and County Cllr Keith Robinson offered to arrange a meeting with the manager at XPO Logistics to have a discuss the matter.

At 20.30 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 Cllr James Reeder left.

17. To discuss litter picking arrangements in Oulton. Agree upon a course of action.

Enquiries had been made and it had been confirmed that there is already a successful litter pick team co-ordinated through the Oulton Community Centre. It was agreed that they should carry on.

18. To appoint a Council Member to lay a wreath on Remembrance Day.

A wreath is purchased every year by Oulton PC (s.137). This has been ordered by former councillor Brian Hunter and he will be reimbursed when a receipt is received. Remembrance Day will be on Sunday 8 November 2020. It was agreed that Cllr Jefferson should lay the wreath with the Chair being a reserve if Cllr Jefferson was unable to attend.

19. To discuss the telephone box on Camps Heath. Agree upon a course of action.

Cllr Jenny Hinton reported on the telephone box which has been vandalised many times and is in an awfully bad way. She suggested that the NP could take this on as a project. Enquiries would be made with those living nearby in Camps Heath. Cllr Robin Hinton offered to clear brambles near the telephone box to make it tidier. Cllr King had already been looking for a location for a Seed Bank project and it was suggested that perhaps this could be used and be a book exchange. A questionnaire will be compiled by the NP Working Group to see what they would like done with the telephone box. The questionnaire will be hand delivered to Camps Heath residents. Cllr King offered to compile the document.

20. To receive an update on Barclays Bank. Agree upon a course of action.

The money in the two Barclays Bank savings accounts has been transferred to the Unity Trust Bank account. The two Barclays savings accounts have officially been closed. The Switch Guarantee had not been possible to use for the current account balance. As an alternative a cheque was written, and this was paid into Unity Trust account and has cleared. The Clerk will write a letter to Barclays to confirm that the current account needs to be officially closed.

21. To receive an update on training.

The Clerk had booked the agreed attendees onto the Planning Training sessions. Those attending the first session on 26 August 2020 found the session extremely useful. Councillor training has been arranged with Norfolk Parish Training & Support.

22. To receive an update on defibrillator number one. Consider the installation quotes. Agree upon a course of action.

The Clerk has received one quote for installation of the defibrillator and another quote should follow soon. Another person had been contacted however no reply has been received. Clerk to source one more quote. Council will consider all quotes at the next meeting.

23. To receive an update on defibrillator number two. Agree upon a course of action.

Due to the difficulties with getting defibrillator number one installed it was agreed to put a further defibrillator on hold until the first one is successfully installed.

24. To discuss the Police Street Meet arranged at Oulton Community Centre on Sunday 6 September 2020 at 11.00 am – 1.00 pm. Agree upon a course of action.

The Clerk was approached by the Police about holding a Street Meet and this has been arranged for 6 September 2020 at Oulton Community Centre car park. This will be an opportunity for bike security marking and for issues to be raised directly with the Police.

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

Cllr Butler reported concerns about the acreage for the Woods Meadow Country Park. Originally the agreed to be 50 acres however there is only 48.8 acres. It was agreed that Cllr Butler and the Clerk should write a letter to ESC Planning Department.

Cllr Butler reported that the main postal sorting office has restricted hours for collections of 7.00 am – 9.00 am in the week and this is due to coronavirus.

Cllr Jane Murray reported that there have been several enquiries from residents about the new Woods Meadow Community Centre. County Cllr Keith Robinson reported that s106 money would be used for building the community centre and it is anticipated that a voluntary group may take control of its running. It was noted that the NHS CCG promised to build a new doctors surgery on the Woods Meadow site when the Oulton doctors surgery closed on Meadow Road.

Cllr Jane Murray enquired about naming of the new roads on Woods Meadow development. County Cllr Keith Robinson offered to investigate this.

Chair and Cllr Jane Murray attended the VJ day 75th Anniversary event 'International Cry for Peace' outside St Michaels Church on Saturday 15 August 2020. They met the new rector who is keen at being involved with Oulton.

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

Traffic calming.

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

- **To follow up on matters discussed at the extraordinary meeting held on 20 August 2020.**

The Clerk confirmed that she had received in writing successfully completing her probationary period.

28. To confirm date of the next Parish Council Meeting as Tuesday 6 October 2020 @ 7.00 pm in Oulton Community Centre or via Zoom if social distancing is still recommended.

The format of the next meeting was discussed. A vote was taken and holding a virtual meeting came out with a majority vote. It was confirmed that the October meeting would be virtual. Due to the ever-changing situation with coronavirus the format for holding future meetings will be constantly under review.

The meeting closed at 21.45 pm.