

Oulton Parish Council

Minutes of Annual Parish Council Meeting held on Tuesday 5th May 2026 at 7.00pm in Oulton Community Centre

Parish Councillors (8) present	Jo Illingsworth (Chairperson), Tony Knights, Darren Ansdell, Pete Bryant, Faith Brown, Chris Smith, Veronica Toleman & Peter Waring
County Councillors	Keith Robinson
District Councillors	Andree Gee
Also in attendance	Clerk
Members of the public	2

1. The Chair welcomed everyone to the meeting.

2. Chairman to stand down, re-elect new Chairman: After housekeeping instructions, Cllr J Illingsworth formally stood down. Cllr P Bryant continued meeting to re-elect new Chairman. Cllr J Illingsworth was nominated by Cllr T Knights for the position as Chairman, second Cllr P Bryant. Unanimous decision. Cllr J Illingsworth then resumed the meeting as the newly elected Chairman.

3. Elect Vice Chairman: Cllr J Illingsworth proposes Cllr C Smith stands as Vice Chairman. Cllr T Knights seconded. All in favour, with unanimous decision

4. To receive and approve apologies for absence: Cllr P Collecott and Cllr E Back

5. *To receive any declarations of interest from Members & consider requests for dispensations:*

Cllrs Jo Illingsworth & Tony Knights declared a non-pecuniary interest as Trustees of Oulton Community Centre.

6. To approve minutes of the Parish Council meeting held on 3rd March 2026 & 14th April 2026.

The minutes of the meeting held on 3rd March and 14th April 2026 were agreed after a proposal by Cllr T Knights and second, Cllr J Illingsworth all in favour. The minutes were signed by the Chairperson.

7. Matters Arising –

- T Knights reported overgrown hedge on a footpath on Hobart Close and potholes on Stafford Court, although this is a private road.
- Clerk to report broken fencing on Longfields Path to Debi @ Persimmon Homes.
- SID results to be put in posters and put on noticeboards and our Facebook page.
- P Bryant & J Illingsworth signed Clerks appraisal.
- P Bryant had a meeting OPT, they met as financial assistance was requested from a parishioner..

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

This provides an opportunity for members of the public to raise questions and comment (no more than 3 minutes each).

- Contacted Persimmon regarding work on Country Park, then never seems to be getting done. Water running off fields and not into soakaway, which doesn't appear to be in the correct location. Cllr P Waring advised that soakaway was only meant to be a soakaway and not hold water. OPC to contact Persimmon to ask for a detailed update in a meeting.
- Public notices could they be replaced at their appropriate locations giving notice of public enquiry for application ROW/3333134/ ROW3333135. These were seen to be removed by individuals on the afternoon of 29/04/26. Having spoken to neighbour's who were unaware of the proposed changes it is right that all have a chance to have their say and not to be obstructed from doing so in this way. OPC have advised to attend the public meeting at the library on Tuesday 2nd June 2026 @ 10am in the Britten Room

9. Reports from:

Parish Clerk:

- 9.1.1 Noticeboard proof approved, should take 4 weeks to complete.
- 9.1.2 Source dog bins although last time Waveney Norse supplied them so I've emailed the FM team email address to ask for assistance.
- 9.1.3 Contacted Chris Punt, as was waiting for our accounts to present tonight. He apologised and will deliver on Thursday.
- 9.1.4 Co-operative Bank. We are unable to have an account with them as they have no way of verifying our funds. We do not meet their other requirements.
- 9.1.5 Mr Bracey, re Gorleston Road has received response from his complaint from the monitoring officer. Advised he speaks to Cllr A Gee as she is on the Planning Committee at ESC, then we can liaise with her.

Chairman's Report:

- 9.2.1 Chair and Clerk went to ESSL offices to speak to customer services regarding our lending library and bench. The bench and post are in situ, without us being notified. They are in the incorrect location, but they are in.
- 9.2.2 Lending library is being installed 6th May 2026. Clerk to email The Limes & Oulton Broad Primary schools and make them aware. V Toleman to supply some books. A plaque to be purchased saying it's been provided by Oulton Parish Council.
- 9.2.3 Gave feedback to Lowestoft Community Partnership
- 9.2.4 Working hard on fete preparation.

County Councillors update from Cllr Keith Robinson: Received a call from a gentleman in Somerleyton Road. He wishes to complain to the council about trucks using Millenium Way. Cllr T Knights to visit him and hear his opinions as he has mobility issues.

District Councillors update from Cllr Andree Gee: Has been replaced on the planning committee, which she has been part of since 1979.

Oulton Community Centre update: None

10. Planning

To receive new planning applications and make comment: DC/26/1253/FUL, Construction of a single storey rear extension – Clerk to send approval.

To receive results and updates on outstanding applications:

- Village tree is looking well, P Waring to pop some mulch around it.
- Have received no further information regarding Woods Meadow Oldman Homes development Phase 6 off Hall Lane, Oulton - unauthorised removal of Hedge.

- Call for sites has been published. 11 are housing and 2 are for green infrastructure. More detail will be supplied, telling us of acreage, proposals and number of houses etc. Rough estimation that could potentially be passed is approximately another 2 Woods Meadow. Clerk to register the Parish on the notification list, with East Suffolk Council. OPC to decide how to prepare for the changes moving forward, what we'd be keen to want, for example more green space, special character areas, traffic calming, all before details emerge. This will all need to be included in our new Neighbourhood Plan.
- Cllr P Waring has nominated himself as Tree Warden for OPC and build relationships with Richard Fox at East Suffolk Council. Cllr D Ansdell has also agreed to assist in the role. Clerk to update Roles & Responsibilities.

11. Finance: Income & Expenditure as at 29th April 2026 received

Payment Schedule

Payee	Value	Description
Oulton Community Centre	£27.00	Room Hire April 2026 – OCC2552
Oulton Community Centre	£50.00	Affiliation Fee – OCC2516
M C Cleaning	£60.00	Sign Cleaning
HMRC	£1274.26	PAYE (clerk)
Clerk	£777.12	April 2026 Salary
Total	£2195.38	

To agree payment of invoices and other expenses: Payments – Proposed by Cllr P Bryant and second by Cllr C Smith - All approved.

Income Received: £14,552.85 1st Precept Instalment

To Consider Grant Applications: St Michaels Church Graveyard, requested £750.00, agreed to send £500.00 proposed D Ansdell & seconded by P Bryant. All in favour.

12. To receive an update of the purchase of Assets using CIL money: Waiting for invoices for bench & lending library. 2 new dog waste bins and a flagpole. Clerk to contact MC Cleaning and ask for them to clean the yellow bollards in the middle of Oulton Street. Noticeboard has been ordered.

13. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action: Provisionally agreed to approve and sign.

14. To confirm, approve and sign Annual Governance and Accountability Return Part 3 Section 1 – Annual Governance Statement 2025/2026: Provisionally agreed to approve and sign.

15. To Confirm, approve, and sign Annual Governance and Accountability Return Part 3 Section 2 – Accounting statements 2025/2026: Provisionally agreed to approve and sign,

16. To appoint new Internal Auditor for 2026/2027: Chris Punt has agreed to continue next year.

17. To discuss Social Group at OCC: To start group up again in the Autumn, around October time. Posters to go in care homes, along with doctors' surgeries. Discuss with Northern Partnership group and ask for their assistance. To revisit nearer the time.

18. To discuss the purchase of Blood Kits (2 of) These are £95.00 + VAT and they go into the existing defib and are registered with local ambulance. Members of the public will also be made aware of their locations. Ambulance service will provide instructions as with defib. If defib cabinet not in situ, a blood kit case can be installed on the wall. MJ Training will also provide an hour's basic training. Agreed to purchase 3 blood kits. Proposed by P Waring and T Knights seconded. Clerk to purchase 3 from MJ Training. 1 for One Stop shop in Sands Lane. No defib there, so they can hold it behind the counter. Other 2 for Oulton Community Defib & Camps Heath Defib.

19. To discuss the purchase of WW1/WW2 Memorials: Purchase approximately 25 lamp post signs at £4.99 each and Tommy statue @ £199. Proposed by V Toleman and seconded by F Brown.

20. To decide Charity to receive fete donation: Topcats has been decided as the Charity to receive our fete donation. Clerk to contact Topcats and ask if they'd be happy to receive our donation.

21. To decide Christmas carols around the tree date (potentially 27th November)
Sunday 29th November has been agreed @ 4pm. Contact Wrentham and ask for donations. Clerk and Chair to do costing exercise and present and agree costs.

22. TOMS Magazine: Propose putting new addition out for 1st July 2026. Distribution costs will be £75.00 per 1000.

23. To agree on purchase of new battery for defibrillator at Camps Heath: Agreed to purchase new battery at £215.00 + VAT. Proposed by C Smith & Seconded by P Bryant

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

Cllr T Knights provided SID camera results: -

Oulton Street Southbound – average daily traffic 4169, average speed 26.6 mph.

Sands Lane Eastbound – average daily traffic 2240, average speed 31.8 mph.

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

- Limes School food bank
- Dirt Bikes around Woods Meadow Country Park
- East Suffolk One
- Roundabout Somerleyton Road
- Fete Update
- Hanging Baskets
- TOMS

26. To confirm date of the next Parish Council meeting as Tuesday 2nd June 2026, 7pm at Oulton Community Centre.

End The meeting closed at 21:00 and everyone was thanked for attending.