

Minutes of Parish Council Meeting held on Tuesday 3rd February 2026 at 7.00pm in Oulton Community Centre

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

1. The Chair welcomed everyone to the meeting.

2. To receive and approve apologies for absence: Cllr V Toleman

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

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

4. To approve minutes of the Parish Council meeting held on 13th January 2026.

Minutes were agreed after a proposal by Cllr Jo Illingsworth and all in favour. The minutes were signed by the Chairperson.

Minutes from 2nd December 2025 were not agreed as need to specify last meeting was "annual". Amend and represent. Minutes were agreed after a proposal by Cllr Jo Illingsworth and all in favour. The minutes were signed by the Chairperson.

5. Matters Arising

20th January 2026 workshop update: -

Village Fete date agreed for 29th August 2026

Parties at Oulton Community Centre, Parish agreed to donate £50 per party (3 planned)

Walk and Talk Mens Group, Chair looking in to forming with another group.

Free social group planning for every Thursday afternoon 1pm – 3pm at Oulton Community Centre in the lounge. All in agreement to purchase jigsaw boards. Proposed by Cllr P Waring and seconded by Cllr T Knights. To review after a couple of weeks. Clerk to arrange sign in sheet. Posters to be made and issued. Start 19th February 2026.

Guard for Commemorative tree £540 + VAT from local company. Ebay £75.00. Cllr P Waring to arrange order of from Ebay.

Clerk & Cllr T Knights to visit Limes Primary School, to look at their room hire, so purchase of screen and projector may not be necessary, if they can offer this facility.
Purchase of TV could be an option, instead of projector and connect from laptop.

Oulton Parish Produce, entrepreneur training for children, to learn how to grow Fruit & Veg to sell.
Cllr C Smith has spoken to Spinneys Farm for assistance and some children to gain interest.
Clerk to contact schools, brownies and scout groups, once literature is ready.

Clerk to issue Cllr D Ansdell a key for the noticeboard
Clerk to potentially order more keys. Cllr P Bryant to check if he has a tool that can do it.
Regarding condensation issues, Clerk/Cllr J Illingsworth to visit Clarkes and ask if they have spare silica.

One to One meeting with Clerk, date arranged for Wednesday 25th February @ 10am.
Laptop riser, Cllr K Robinson to donate.

Moving forward, one email will be issued to Councillors before the meeting, with agenda, copy minutes and all relevant information, which will be listed.

Meeting dates have been added on the webpage.

6 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).

Concerns regarding Phase 6 Woods Meadow Development, Hall Lane, Oulton. Specifically, the issue is with the bungalow (Plot 3) boundary sites and lack of consultations. Complaint from member of the public has been sent to ESC Planning. Cllr A Gee & Cllr K Robinson have spoken to Ben Woolnough at ESC Planning regarding this matter.

Cllr A Gee messaged Ben Woolnough, asking for a full explanation. To which she received a reply from him today, in which he says that because a formal complaint has been lodged, he and his team have to look carefully at the background history of the case in order to "establish a position", so that at the moment, he cannot give any information until this is done. However, he has confirmed that he will be informed in due course

Cllr P Waring to draft letter from Oulton Parish Council supporting the complaint. Clerk to issue to all relevant parties and update at next Parish Council meeting.

7 Reports from:

Parish Clerk:

- 7.1.1 Met with OB Primary School, OB Parish Councillor, Cllr K Robinson & W Saunders (Suffolk Highways) regarding road safety on Sands Lane. Traffic Cones were suggested. Propose that OPC & OBPC split cost of cones, although this will be refunded once school caretaker attends Community Self Help Scheme course. Hold this until after OB Parish have had their meeting.
- 7.1.2 MC Clean have quote £5.00 + VAT to clean our road signs. Unsure of amount as only road names given, not quantity. Clerk to goggle map roads and tally up.
- 7.1.3 Contacted Pathways Care Farm, regarding plants for Planters on Somerleyton Road. Unfortunately, they are unable to provide any and having to source their own. Lound Garden Centre to be contacted. Also asked for hedgehog houses, just waiting for a response. Clerk to ask Mens Shed.
- 7.1.4 Completed Assertion 10 training. Clerk to rewrite some policies and circulate before next meeting.
- 7.1.5 Spoke with Planning Department regarding DC/25/4967/CLE, to discuss in section 8 Planning.
- 7.1.6 Grant funding of £1000.00 received for Keeping Warm & Well Scheme. To run in conjunction with OPT. Clerk has spoken to Bryn at OPT and updated Cllr P Bryant, who is trustee of OPT. Clerk to open Charis Account and advertise.

7.1.7 Speedwatch kit has been collected. If anyone is interested in starting the Community Speedwatch Team again, clerk can be contacted.

Chairman's Report:

7.2.1 Chair contacted Cllr George King for follow up after Jess Asato meeting at Oulton Community Centre 17th October 2025, regarding speeding around the village. Since no letters have been sent to residents with issue raised or any follow ups. Chair to update at next meeting.

County Councillors update from Cllr Keith Robinson: Nothing to report, as very quiet now.

District Councillors update from Cllr Andree Gee: Council meeting to discuss the budget.

Oulton Community Centre update:

Quote of £1783 + VAT received from ESC for filling potholes on entrance of Community Centre. This is to be split 4 ways between the Community Centre, The Otium Centre, Plummers Dentist and ESC. Cllr K Robinson & Cllr E Back will cover our share from their locality budgets.

8 Planning

To receive new planning applications and make comment: None received

To receive results and updates on outstanding applications:

DC/25/4572/FUL Marsh View - Still awaiting decision.

DC/25/4544/FUL Sands Lane - Approved

DC/25/4967/CLE Gorleston Road. - Objections put into Planning.

Clerk to issue all correspondence to Cllr A Gee, who will follow up with Planning, to assist further with this matter.

9 Finance: Income & Expenditure as at 31st January 2026 received

Payment Schedule

Payee	Value	Description
Oulton Community Centre	£33.75	Room Hire January 2026 – OCC2378
Clerk	£819.12	Salary January 2026
Norfolk Parish Training	£62.40	Councillor Induction – D Ansdell
J Illingsworth	£29.99	Battery Recycling Bin
Northbridge Computers	£500.00	Laptop for Chair
HMRC	£434.18	PAYE
Total	£1879.44	

To agree payment of invoices and other expenses: Payments – Proposed by Cllr T Knights and second by Cllr F Brown - All approved.

Income Received: None

To Consider Grant Applications: None received. Although form has been issued to local scout group to potentially fund World Scout Jamboree. Clerk to check what is acceptable to fund.

10. To receive an update of the purchase of Assets using CIL money:

Quote received from ESSL for uplift and reinstall of bench and lending library = £791.24 + VAT. Proposed by Cllr T Knights and seconded by Cllr C Smith - All approved. Clerk to give ESSL the go ahead.

New noticeboard for Somerleyton Road near Commemorative tree – Agreed on style A1 in landscape. Hold till next meeting, as will ask Paul Easter at ESSL for quote to install and to get revised quote from Noticeboard Online as original states portrait not landscape.

11. To discuss junior grant applications – Not open yet, so will discuss at next meeting.

12. To discuss and action noticeboards – It has been agreed that Cllr F Brown will look after Jenkins Green & Lime Avenue noticeboards. Cllr D Ansdell will look after Park Meadow. Cllr P Bryant will continue to look after both Camps Heath, and the Clerk will maintain the one at Oulton Community Centre.

13. Litter picking event 27th March 2026 – Chair contacted a group called Lowestoft Litter Pickers, who will come to the Community Centre at 5pm on the 27th March with equipment for 30 litter pickers and their own volunteers to go tidy up around Oulton. Clerk to contact brownies to see if they are willing to help too.

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

Cllr T Knights provided SID camera results and will issue poster showing those results.

Oulton Street Southbound – average daily traffic 3860, average speed 25.6mph.
Sands Lane Westbound – average daily traffic 2531, average speed 29.9mph.

15. To receive any items for inclusion on the next agenda (for information only) – Update on lanyards & Longfields Path issue.

16. To confirm date of the next Parish Council meeting as Tuesday 3rd March 2026, 7pm at Oulton Community Centre.

End The meeting closed at 20.55 and everyone was thanked for attending.

J. Illingworth
3/3/26,