

## Minutes of Parish Council Meeting held on Tuesday 02 June 2020 at 7.00pm virtually via Zoom

<b>Parish Councillors (7) present</b>	John Murray, Colin Butler, Jane Murray, George King, Jenny Hinton, Robin Hinton, Mike Shaw
<b>County Councillors</b>	Keith Robinson, James Reeder
<b>District Councillors</b>	Keith Robinson, Andree Gee
<b>Also in attendance</b>	Carla Petersen (Clerk)
<b>Members of the public</b>	0

### 1. To receive and approve apologies for absence

Cllr Collecott due to technical issues, Cllr Jefferson due to technical issues and District Cllr Edward Back due to technical issues. Cllr Graham had submitted in writing her resignation. Thanks were given for all her help and sadness for her choosing to leave.

### 2. To observe a minute's silence to remember former councillor Charles Swan

A minute's silence was observed,

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

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

### 4. To approve minutes of Annual Parish Council meeting held on 05 May 2020

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

### 5. To welcome the newly appointed co-opted Councillor and sign Declaration of Acceptance of Office form.

The newly appointed co-opted Councillor Mike Shaw was officially welcomed onto Oulton Parish Council. Declaration of Acceptance of Office form signed.

### 6. Adjournment for Public Participation (15 minutes allowed for)

Cllr King read out emails received from a parishioner who was unable to join tonight's meeting. The parishioner had raised concerns about speeding vehicles and heavy traffic on Oulton Street. This issue has been discussed many times. County Cllrs Keith Robinson and James Reeder confirmed a review is currently happening and offered to take this matter forward.

### 7. Reports from:

- **Parish Clerk:** Circulated to Councillors before the meeting. It was noted. Proposed by Cllr Jane Murray and seconded by Cllr Butler.
- **County Councillor Keith Robinson:** A report, jointly prepared with County Cllr James Reeder, had been circulated to Councillors before the meeting. Reported on ESC prioritising where urgent grass cutting is required. Confirmed that overflowing bins are the responsibility of Waveney Norse. Cllr Jane Murray raised concerns regarding boundary fencing and cycle path at Woods Meadow County Park. Cllr Jane Murray to forward documents to County Cllr Keith Robinson.
- **County Councillor James Reeder:** Reported on safer spaces as we come out of lockdown, highways, queuing signs on pavements, opening of shops, social distancing and Sizewell C development. Cllr Jane Murray and Cllr Butler thanked the County Councillors for all their regular email updates and reports.

County Cllr James Reeder left at 20.14 pm.

- **District Councillor Andree Gee:** Reported on a virtual full planning meeting that was held on 19 May 2020. A strategic planning meeting for the Sizewell C development is to be held in September 2020. Issues will need addressing at that meeting.
- **SALC** – Significant providers of coronavirus information. In future relevant information will be uploaded onto the new parish website.

#### 8. Highways:

- **To receive a report on outstanding highways issues:** County Cllr Keith Robinson reported surface repairs had recently been carried out on Gorleston Road. Councillors gave their thanks for the particularly good work.

County Cllr Keith Robinson and District Cllr Andree Gee left at 20.26 pm.

#### 9. To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action.

The Clerk was thanked for preparing the end of year accounts. The Internal Audit Report, prepared by Chris Punt, had been circulated before the meeting. The report was noted. Proposed by Cllr Jane Murray and seconded Cllr Butler.

#### 10. To note the Annual Internal Audit Report 2019/20

The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted. Proposed by Cllr Jenny Hinton and seconded by Cllr Jane Murray.

#### 11. To consider and approve Section 1 (Annual Governance Statement 2019/20) of the Annual Return

Section 1 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 1. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton. Signed by Chairman and Clerk.

#### 12. To consider and approve Section 2 (Accounting Statements 2019/20) of the Annual Return

Section 2 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 2. Proposed by Cllr Jane Murray and seconded by Cllr Jenny Hinton. Signed by Responsible Financial Officer and Chairman.

#### 13. To consider and approve Certificate of Exemption (Annual Governance Statement 2019/20)

Resolved Oulton Parish Council was exempt from external audit for the year 2019/20 as its turn-over did not exceed £25,000. Proposed by Cllr Jenny Hinton and seconded by Cllr Robin Hinton. Certificate of Exemption signed by the Responsible Financial Officer and the Chairman. Clerk to email documents to PKF Littlejohn.

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

The coronavirus lockdown had been discussed earlier in the meeting.

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

The Unity Trust Bank account is working very well. Difficulties are still being encountered around the transfer of OPC monies from Barclays to Unity. Agreed the Clerk should compile a document detailing all the requests, instructions and email communications which had been made to Barclays. A face to face meeting will then be arranged with a Barclays Business Manager. Proposed by Chair and seconded by Cllr Jenny Hinton.

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

To be carried forward to next meeting.

**At 20.58 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.**

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

To be carried forward to next meeting,

**18. To receive an update on the defibrillators. Agree upon a course of action.**

OPC have the defibrillator in their possession and it is ready to be installed at Oulton Community Centre. It was unanimously agreed that the defibrillator should immediately be installed at the agreed external location. Confirmed OPC should send a letter to OCC. Clerk to action.

**19. To receive an update on the new parish website.**

A logo was agreed upon for the new website. Recently a drone had taken stunning photos of Oulton and these have been uploaded onto the new website. Thanks were given to those who had helped with the photos. Clerk to liaise with the Website Developer and aim to have the new website up and running as soon as possible.

**20. To consider applying for Local Council Awards Scheme. Agree upon a course of action.**

Documentation had been circulated to Councillors before the meeting. The Local Council Award Scheme has been designed to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. The Clerk has already achieved Foundation level for one parish and another parish is almost ready for accreditation. It was confirmed that the council should proceed with applying for the Foundation award. Proposed by Cllr Jane Murray and seconded by Cllr Butler.

**21. Planning:**

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

DC/20/1708/FUL. Site visits had been carried out by Cllrs John Murray, Jane Murray and Colin Butler. OPC had already approved the related planning application DC/19/4164/FUL. OPC confirmed their support for this new planning application.

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

None.

**22. Finance:**

- **To receive the income and expenditure figures as at 31 May 2020** – It was noted.
- **To note the bank balance as at 31 May 2020** - £34344.67
- **To note receipts** – None
- **To note grants** - None
- **To approve payments.**

It was noted that the Chair will be reimbursed at the next meeting for room hire at the Blue Boar on 27 February 2020. All expenditure approved. Proposed by Cllr Jenny Hinton and seconded by Cllr King.

Payee	Value	Description
Mr C Punt	£30.00	Internal Audit
Mr J Murray	£460.00	Re-imburement for new OPC laptop, Office 365 & set up
Mrs C Petersen	£709.60	Salary & administration expenses
<b>Total</b>	<b>£1199.60</b>	

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

Cllr Jane Murray reported on contacting East Suffolk Council regarding the possibility of naming a road after the late former councillor Charles Swan. ESC confirmed they will hold his name on file and consider using at the next stage of the Woods Meadow development.

Cllr Jane Murray reported that Persimmon are considering how they can support or engage with OPC.

Cllr Jenny Hinton reported receiving complaints from an Oulton dog walker. One complaint had been about the state of front gardens. This had been raised with ESC and improvements have been made to the gardens. The other complaint was regarding an overgrown hedge. Highways were contacted and have cut the hedge back.

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

None.

**25. To confirm date of the next virtual Parish Council Meeting as Tuesday 7 July 2020 @ 7.00 pm.**

Confirmed.

The Chair thanked everyone for their time.

The meeting closed at 21.52 pm.