

Oulton Parish Council

Minutes of Parish Council Meeting held on Tuesday 7th July 2026 at 7.00pm in Oulton Community Centre

Parish Councillors (8) present	Jo Illingsworth (Chairman), Chris Smith, Darren Ansdell, Pete Bryant, Faith Brown, Tony Knights, Peter Waring & Peter Collecott
County Councillors	Paul Sutton
District Councillors	Keith Robinson, Andree Gee & Eddie Back
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 Veronica Toleman

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

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

4. To approve minutes of the Parish Council meeting held on 2nd June 2026.

The Minutes of the meeting held on 2nd June 2026 were agreed after a proposal by Cllr P Bryant and second, Cllr P Waring all in favour. The minutes were signed by the Chairperson

5. Matters Arising

- Cllr T Knights busy with fete advertising. 6ft x 3ft Fete banners have arrived, along with flyers & A3 waterproof posters. These are all ready to be put up. A news desk email has been set up, ready for new adverts or content for our TOMS. This is being monitored by both Cllr T Knights & Cllr P Bryant
- Cllr T Knights & Cllr P Bryant have worked really hard putting together our next edition of TOMS. Advertising has gone in this year, which will help towards print costs.
- Cllr P Bryant attended OPT half yearly meeting. Not a lot happening there. Also completed the Clerks one to one.
- Cllr V Toleman made 3 hanging baskets, which have been placed up near the village sign. Having looked, there are 20 brackets up on the roundabout, so there is potential to put up many more.
- Cllr D Ansdell, has taken up the role of OPC Sports Development Committee and attended the meeting with Sarah Shinnie from East Suffolk Council and Olli Walker, Manager of Oulton FC regarding football on Oulton Community Field. This has been left with Olli to gain information/quotes, to submit to ESC. We shall wait to see what the community wants to see on the field, after putting out requests in TOMS.
- Cllr D Ansdell, met with Clerk to work through policies. This will be an ongoing exercise.
- Planters are being watered regularly and looking lovely.
- Cllr P Waring and the clerk met with Richard Fox, East Suffolk Council Arboricultural Office. The meeting was rather successful. Richard suggested we join the Tree Warden

Network Group, which Peter is in the process of doing. This allows access to possible grant aid and free trees, which we could potentially distribute out to the community.

- Cllr P Waring, will postpone Assets of Community Value, as planning has taken precedent, although we've received no suggestions of things that we may want register, as anything of community value. Some test cases would be appreciated, to work out the process. Cllr Keith Robinson suggested Oulton Community Centre, member of the public suggested The Blue Boar and Cllr T Knights, put forward the red phone box at Camps Heath, although this is already a Parish asset. The field on Camps Heath has been suggested too. A workshop will be run when the time is right, then we can put together a sub-committee.
- Cllr F Brown has got all the acts ready for our fete, along with collecting plenty of raffle prizes, from businesses.

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).

- An update has been requested of the 7.5t weight limit. Cllr P Sutton has stated there is a meeting on Tuesday 21st July at 11am with Jason Crane of Suffolk Highways and the Community Liaison Engineer, to run through the possible scheme, prior to ordering the traffic surveys, to ensure the scheme covers all expectations. This is movement, but it will be a very slow process.
- It has been asked if double yellow lines can be put in along Somerleyton Road. Cllr K Robinson explained that many homeowners along there don't have driveways and it would also cost in the region of £12k. Cllr P Sutton said parked cars work as traffic calming.
- Member of the public suggested a water bowser for watering the planters. It was explained that the planters do have a built-in reservoir, so regular watering may not be necessary once they are filled.

7. Reports from:

Parish Clerk:

- 7.1.1 Blood kits are in situ in Defib cabinets at Oulton Community & Camps Heath. They have been registered, therefore East Anglian Ambulance are informed.
- 7.1.2 Met with Cllr P Waring & Richard Fox Arboricultural Officer at East Suffolk Council. Great meeting, but happy allow Cllr P Waring to elaborate.
- 7.1.3 Met with Cllr D Ansdell to review policies. Revised policies to be checked, then issued to all prior to our next meeting in September, to then agree and sign off.
- 7.1.4 Persimmon Homes Woods Meadow update. Debi Sharman has agreed to attend our meeting on Tuesday 6th October. To extend invite to Simon Walker at East Suffolk Council.
- 7.1.5 Clerk to order bulbs from the scheme and place them around Oulton Community Field around the tree line.
- 7.1.6 To order remembrance items and have delivered to the Chairman.

Chairman's Report:

- 7.2.1 Chairman visited The Limes school, to see how we can support their food hub. They currently collect donated food from M&S, Aldi & Lidl. They keep a big storage cupboard, then put things out. Families from Oulton Broad Primary, their school and Benjamin Britten High School. Visitors are asked to be respectful and to take only what they need. To discuss next meeting, to see how OPC can help, for example getting staples from Bookers and passing on. Chairman to go back and ask for further information.
- 7.2.2 Chairman has also been helping with fete, banners etc. Also collected and donated raffle prizes.
- 7.2.3 Completed the Clerks one to one.

- 7.2.4 Letter from Jess Asato, regarding Apple Maps. They have no facility to account for vehicle class when suggesting directions through the village, therefore a lorry driver will not be alerted to avoid The Street.
- 7.2.5 Coached Cllr T Knights and the Clerk with Spaces Please, to enable us to set up events, with minimal manual work.
- 7.2.6 Another letter from Jess Asato and Caroline Topping (Leader of East Suffolk Council) stating that between 1st January 2026 and end of April, Oulton & Oulton Broad had parking patrols for 50 days out of 120, there were 48 parking contraventions, 11 penalty notices.
- 7.2.7 Spoken to Ben Porter, Funding Manager for East Suffolk Council, to see what assistance is available for help with growing the Parish Council
- 7.2.8 Had a meeting with Ewan the Sports Development Officer at Lowestoft Town Council, who are putting on wonderful free events. Would like to know if Oulton Parish can get involved too. This is something that is possible for next summer.
- 7.2.9 Chairman has contacted East Suffolk One Radio regarding advertising.

County Councillors update from Cllr Paul Sutton:

- Weight limit update as mentioned in Public Participation.
- Measured the footpath where the electric charging points are on Oulton Street. They are the correct measurement of 1.2m of footpath. Engineers were advised that East Suffolk Council are responsible for keeping the hedge clear, to ensure full footpath clearance space.

District Councillors update from Cllr Keith Robinson, Cllr Eddie Back & Cllr Andree Gee:

- Cllr E Back only received one complaint regarding the new bin system. In his opinion, perhaps food waste, should have gone into green bins instead, as this separate service must be costly. To note, you can sign up to ESC and receive notifications of what bin is being collected each week.
- Local planning consultation calls for sites, these are being processed, but it will be lengthy and Cllr Back can offer no more information.
- Cllr A Gee, new jubilee parade was not opened ready for the First Light Festival, which was disappointing. The A12 was also shut, which meant people had trouble accessing Lowestoft.
- Food waste collections in Cllr Gee's community, have not been collected for 3 weeks, therefore residents are not putting these bins out, although has received no complaints from our ward.
- Cllr K Robinson arranged for a week of walking visits to Oulton Primary School and Woods Loke Primary School, to show ESC what parking is like around these areas. Figures show that £3m profit has been made from parking services, predominantly from car parking charging, these funds should be used to employ more wardens. Cllr Robinson is putting a motion forward at next full council meeting to increase parking patrols outside the town centre, to allow more visits around schools. Jess Asato is happy to back this motion.

Oulton Community Centre update:

- Cllr K Robinson has stated all lights in the centre will be replaced to LED. Cllr K Robinson, Cllr E Back & Cllr A Gee, have given some of their grant money to cover the cost. As soon as grant received, the work will then take place.
- Cllr K Robinson has heard from ESC Properties Team that interest has been registered by someone regarding buying the Community Centre. The Community Centre is owned by Oulton Community Association and not ESC.

8. Planning

To receive new planning applications and make comment:

- **DC/26/2065/FUL** - Self build bungalow, garage, parking and amenity space, Hall Lane.- OPC will support this application
- **DC/26/2136/FUL** - Non-habitable timber framed outbuilding (not exceeding 2.5m high, with an area of 50 sq.m), Flixton View – OPC will support this application.

To receive results and updates on outstanding applications:

- Calls for sites, we have received a local scoping plan consultation. This runs through until 29th July 2026. It is setting the scene at what we should be looking for, ie more trees, more green space, more play areas, this is the opportunity to do it. There is a questionnaire with tick box exercise. OPC to meet at Oulton Community Centre, Tuesday 14th July, at 7.30pm, so we can submit our collected views
- A series of other consultations will take place after this consultation closes, local plan timetable as follows:-

Publication the Local Plan Timetable - 29 May 2026

Publication of notice of intention to commence Local Plan preparation - 29 May 2026

Local Plan Scoping Consultation 10 June – 29 July 2026

Gateway 1 self-assessment - October 2026

Proposed Local Plan content and evidence consultation May – June 2027

Gateway 2 assessment September 2027

Proposed Local Plan consultation February – March 2028

Gateway 3 assessment July 2028

Submission September 2028

Examination* September 2028 – March 2029

Adoption April 2029

****Main modifications consultation would add further time, likely 3 months.***

9. Finance: Income & Expenditure as at 30th June 2026 received

Payment Schedule

Payee	Value	Description
Oulton Comm Centre	£33.75	Room Hire June – OCC2615
Clerk	£776.92	Salary June 2026
A Cashmore	£25.00	Gardening Services
K Baker Greenwood	£80.00	Instal of lending library
J Illingsworth	£11.80	Scraper for lending library
R Morris	£129.60	WIX Annual plan
Unity Trust	£7.00	Service Charge
Total	£1064.07	

To agree payment of invoices and other expenses: These were not proposed or seconded, at the time.0 To be agreed at our next meeting on 1st September 2026 and minuted then.

Income Received: £189.29 - £136.67 Interest on Instant Access Account & £52.82 Interest on CIL Account.

To Consider Grant Applications: None

10. To receive an update of the purchase of Assets using CIL money: Discussed in section 7.1.6 & 13

11. Meeting Dates 2026/2027 – Dates agreed by all and clerk to advertise.

12. Bleed Kit for Persimmon Homes Defib on Birch Close: - Clerk to speak to One Stop shop on Sands Lane and ask if they are happy to take the spare bleed kit. If they happy to take, then it shall be left with them. If they are not wanting it, clerk to speak to Debi Sharman at Persimmon Homes and ask if we can put it in the defib at the show house.

13. Update on Flagpole & Notice Board: Cllr C Smith has ordered a flagpole and union flag. As soon as it been delivered, ESSL can install, along with the new noticeboard.

14. Mandatory Training: Has been agreed that all councillors will attend training with Norfolk Parish Training on Thursday 8th October 2026, 7.30pm at Oulton Community Centre.

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

Cllr T Knights provided SID camera results: -

Only have data for Sands Lane, as Wood Lane SID had reset itself to 01/01/1970. All ok now.

Sands Lane Eastbound – average daily traffic 2341, average speed 31.4 mph.

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

- The Limes foodhub
- Warm Grant

17. To confirm date of the next Parish Council Meeting as Tuesday 1st September 2026, 7pm at Oulton Community Centre.

Cllr Peter Collecott has officially resigned as Councillor of Oulton Parish Council. To receive his detailed letter, which will be actioned accordingly. Peter was wished all the very best and thanked for his work and contribution to our Parish.

End The meeting closed at 20.41 and everyone was thanked for attending.