

Minutes of Parish Council Meeting held on Tuesday 2 February 2021 at 7.00pm virtually via Zoom

Parish Councillors (7) present	Jenny Hinton (Chair), Peter Collecott, Jane Murray, Robin Hinton, Mike Shaw, Tony Knights, Jack Green
County Councillors	Keith Robinson, James Reeder
District Councillors	Keith Robinson, Andree Gee, Edward Back
Also in attendance	Carla Petersen (Clerk)
Members of the public	5 (including 2 for interview)

1. To receive and approve apologies for absence

None.

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

Cllr Murray and Cllr Collecott declared an interest as members of Oulton Community Council. The Chair declared an interest as OPC liaison for Oulton Community Centre. The Clerk declared an interest as the Manager of Oulton Community Centre.

3. To approve minutes of Parish Council meeting held on 14 January 2021

Accepted as accurate. Proposed by Cllr Robin Hinton and seconded by Cllr Collecott.

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

A parishioner reported about dog fouling problems on the Woods Meadow estate and asked if it would be possible to have dog bins installed near the bottom end by Limes Academy Primary School by the alley way opposite the school. The Chair reported that she had just come into possession of some fouling stickers, but these were not the latest version so had asked for newer ones which will be placed on lampposts in the Woods Meadow estate. The dog bin will be considered at agenda item 9. The parishioner also raised concerns about lighting on the Woods Meadow estate as there are lights not working and due to the lights not being registered the online reporting system cannot be used to report any faults. Clerk to contact Persimmon Homes.

A parishioner reported concerns about the volume and speed of traffic on Oulton Street. The Chair reported that a speeding report will be given at agenda item 6 and confirmed that the process had been started to increase the speed from 20 mph to 30 mph. The Police will then be able to enforce speeding traffic. County and District Cllrs are fully aware of the ongoing traffic issues on Oulton Street and will keep reviewing the situation.

5. Reports from:

- **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 and is available on the parish website. Reported that it was very pleasing how the coronavirus vaccinations are going.
- **County Councillor James Reeder:** Reported that 90% of the over 80's has been vaccinated or had an offer for a vaccine. COVID-19 figures in Suffolk have thankfully started to come down however we must not be complacent and must be extremely cautious and follow the rules. Thanks were given for obeying the rules and a reminder was given to be extremely careful. Further information on latest coronavirus figures can be found on the following website <https://www.healthysuffolk.org.uk/jsna/coronawatch> Reported being in communication with the Clerk regarding location of grit bins and their salt levels. This matter will be sorted soon.
- **District Councillor Edward Back:** Reported that he would be all in favour of a bench at Fishers Row and would gladly allocate Enabling Communities Budget funding for this project. The current years funding has all been spent however funding from 1 April 2021 would be available. Offered to take some photos of the Fishers Row location so that a site can be agreed upon. Agenda item for next meeting.

- **District Councillor Andree Gee:** Reported having had her coronavirus vaccination that day and the process was carried like a military operation. Reminded Cllr Collecott of the importance for Oulton Community Centre to submit their Enabling Communities Budget grant application form before the end of February 2021.
- **Neighbourhood Plan Working Group:** The Chair reported that the NP WG had been remarkably busy reviewing the final versions of the Design Codes and Housing Needs Assessment reports. A virtual meeting had been held with Kerry Blair at ESC regarding the Jenkins Green pond. A list of responsibilities has now been prepared by the Friends of Jenkins Green and passed onto ESC for their consideration. Bird boxes have been installed at the pond. Due to coronavirus, there has not been much progress with the telephone box. Location for benches have been considered by the WG and these will be considered by Council at agenda item 9. Thanks were given to all the WG for their hard work.
- **Oulton Community Centre:** Cllr Collecott reported that the Community Centre is currently closed and unfortunately there is no sign of it being able to open for the moment. The roof needs urgent repair and independent advice was sought to look over the roof quotes. Carla Petersen has sent a letter to each of the companies asking for revised criteria so that the quotes are on a like for like basis. A virtual meeting will be held in a few weeks' time and a contractor will be appointed. Wi-fi is going to be installed and Cllr Knights has provided some particularly good advice and suggestions on this. Currently looking to source quotes for this project. The replacement of 6 windows has not yet been carried out due to coronavirus. Carla Petersen to complete the Enabling Communities Budget joint application form for the help with roof repairs funding from County Cllr James Reeder, District Cllr Andree Gee and District Cllr Eddie Back.

6. Highways:

- **To receive a report on outstanding highways issues**

The potholes on Hobart Way were reported on 20 November 2020 and then chased up again on 19 January 2021. Highways have confirmed that the works are on their schedule.

Bridge Road will be closed again to redefine the road markings on the roundabout.

The SID board funding is in place and County Cllr Keith Robinson had circulated board options for Council to consider. A pole site from the roundabout on Somerleyton Road towards the Blue Boar will need to be confirmed. It was agreed that the following should be ordered from Westcotec – the SID supplier: SID board, post, 2 x clips/brackets, Bluetooth download function and a padlock set. Clerk to action.

Cllr Robin Hinton expressed concerns about the hedges on Oulton Road North that are making it difficult to have a clear view. It was confirmed that this hedge is the landowner's responsibility.

Discussion took place about the possibility of siting the SID on Somerleyton Road in the direction from Aldi to the roundabout. It was confirmed that there is not enough room on the pavement for a SID post. Agreed to investigate other location options.

The Police are helping with setting up small Speedwatch groups who will be trained how to safely use the handheld speed device. OPC to consider joining or setting up their own Speedwatch group. The Police have confirmed that they would like to attend a physical PC meeting when they are possible.

- **To receive Speed Indicator Device (SID) results**

Cllr Knights and Cllr Robin Hinton have been keeping a close eye on the statistics which have been downloaded off the SID. A presentation of the results was given to those in the meeting. The presentation covered SID results for Oulton Street and Sands Lane, weekly and daily statistics, recent correspondence from PC Yeldham, guide to lorry types and weights and the Suffolk Lorry Route Network. It is hoped that when the Third Crossing is built that it will help to alleviate some of the traffic through Oulton Street. Latest SID statistics are available on the website,

County Cllr Keith Robinson and County Cllr James Reeder left at 8.14 pm.

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 Working Group and further details are on the OPC website:

DC/20/0158/FUL Grampian Way, Lowestoft, NR32 3EP. Remove conservatory and construct new kitchen/dining room extension.

Survey for North of Lowestoft Garden Village – The consultation is online and further details can be found at <https://www.northoflowestoft.co.uk/>. The closing date for comments is 15 February 2021. A virtual meeting will be held by the OPC Planning Working Group and they will submit comments on behalf of OPC. Proposed by Cllr Collecott and seconded by Cllr Robin Hinton.

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

None

8. Finance:

- **To receive the income and expenditure figures as at 31 January 2021** – It was noted.
- **To note the bank balance as at 31 January 2021** - £52910.98
- **To note receipts** – None.
- **To consider any grant applications** – None.
- **To approve payments.**

All expenditure approved. Proposed by Cllr Robin Hinton and seconded by Cllr Knights.

Payee	Value	Description
Mrs C Petersen	£1051.93	Salary, administrative expenses
HMRC	£144.61	Income Tax & NIC
Norfolk Parish Training & Support	£90.00	Job evaluation of the clerk's role
Total	£1286.54	

9. To consider purchase of benches and bins using Community Infrastructure Levy funds. Agree upon a course of action.

Details and costs for benches and bins had been circulated prior to the meeting. The Council has received Community Infrastructure Levy funds and it was proposed that these monies should be used for this. It was proposed that 2 benches would be installed at Holly Hill green space, 1 bench by the telephone box at Camps Heath, 1 bench on Oulton playing field at the rear of the dentist surgery, 1 bin on Lime Avenue and 1 bin plus a post by the Village Sign. The cost of one bench is approximately £1000 which is to supply, excavate, prepare, and provide a concrete base and then install. A quote had not been received for the bins. Unanimously agreed to the purchase of the above items using CIL monies. A map will be prepared confirming the locations of the benches and bins. Clerk to check planning regulations which may be required for these installations.

10. To consider preparing an Emergency Response Plan. Agree upon a course of action.

Cllr Green had circulated a draft copy of an Emergency Response Plan. Councillors confirmed it was an amazing plan and something that the PC should do and have in place. It was agreed a draft version of the ERP will be given as a PowerPoint presentation at next month's meeting.

11. To consider the most secure type of councillor email addresses. Agree upon a course of action.

A few councillors had raised concerns about security using Gmail addresses and suggested that gov.uk email addresses may be more secure. The Clerk had sought advice and it had been confirmed that gov.uk email addresses have to be purchased and Gmail are free. Most parishes use Gmail as they can easily be set up. After discussion it was agreed that the Clerk should start setting up standardised Gmail addresses for Councillors.

12. To consider and agree upon councillor and officer responsibilities list.

The list had been circulated before the meeting and responsibilities were confirmed. Clerk to update the list and upload a copy onto the website. The successful applicant for the councillor vacancy can double up with another councillor as it makes carrying out the responsibility a much nicer shared experience.

At 8.58 pm, in accordance with Standing Orders 3x, it was resolved that the meeting should continue beyond the two-hour limit. Proposed by the Chair and seconded by Cllr Robin Hinton.

District Cllr Andree Gee and District Cllr Edward Back left at 8.58 pm.

13. To interview candidates for co-option into one vacant Parish Councillor position.

There had been two applications received for this vacancy. The applications had been circulated to Councillors before the meeting. The Zoom waiting room was used to hold the candidates not being interviewed. Each candidate was brought separately into the meeting and asked a question by every Councillor.

14. To agree upon the co-option of a candidate as a Parish Councillor.

The two candidates were left in the Zoom waiting room and a majority vote was achieved. The successful candidate was brought back into the meeting and he accepted the position of Councillor. The other candidate was then brought back into the meeting and advised that on this occasion he had been unsuccessful. Councillors were extremely impressed with his interview answers and encouraged him to re-apply for the next vacancy which will be considered at the OPC meeting on 2 March 2021. Both were thanked for attending.

15. To sign Declaration of Acceptance of Office form.

Cllr John Sarbutt was officially welcomed onto Oulton Parish Council. Declaration of Acceptance of Office form signed.

Both applicants then left the meeting.

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

Cllr Murray reported that on her daily walks around the parish she has been encouraging residents to visit the parish website. Chris Ryde, Waveney Norse Countryside Officer for Wood Meadow County Park has confirmed he would like to attend an OPC Zoom meeting to provide an update on fencing, gates etc and answer any questions. It was agreed that Chris Ryde will be invited to the April 2021 PC meeting. Reported on nuisance bikes on WMCP which have been scaring horses and their riders and members of the public. Fencing is due to be erected this week and it is hoped that this will help to address some if not all this problem. It is important to report nuisance bikes to the Police.

Cllr Collecott reported on the muddy condition of the bridleway track by Woods Meadow Country Park. This issue will be raised with Chris Ryde at the April 2021 meeting.

The Chair reported on receiving a recent email about East Bags Project. The project 'East Bags' will contain various items; drinking bottle, masks, freezer containers, puzzles, exercises and resistant band, wellbeing DVD, hand warmer, some small food items and local information. The only requirement is that the postcode must be obtained for the recipient. The target audience are people over 65 who are lonely/isolated. The Clerk has ordered 20 bags and the Oulton Poors Trust will be asked to help with their distribution to those in most need.

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

Bench at Fisher Row.

18. To confirm date of the next Parish Council Meeting as Tuesday 02 March 2021 @ 7.00 pm via Zoom.

Confirmed.

The meeting closed at 10.00 pm.