

# Oulton Parish Council

Minutes of Parish Council Annual General Meeting held on Tuesday 7<sup>th</sup> May 2024 at 7.00pm in Oulton Community Centre

<b>Parish Councillors (5) present</b>	Jenny Hinton (Chairperson), Peter Bryant, Peter Collecott, Robin Hinton & Joanne Illingsworth
<b>County Councillors</b>	Edward Back
<b>District Councillors</b>	Andree Gee
<b>Also in attendance</b>	Rebecca Morris (Clerk)
<b>Members of the public</b>	2

**The Chair welcomed everyone to the AGM.**

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

**Elect Vice Chairman:** Cllr J Hinton proposes Cllr J Sarbutt stand again as Vice Chairman. All in favour, with unanimous decision.

**To receive and approve apologies for absence**

Apologies were received and accepted from Cllrs J & H Sarbutt & Cllr T Knights.

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

None

**To approve minutes of the Parish Council meeting held on 2<sup>nd</sup> April 2024.**

The minutes of the meeting held on 2<sup>nd</sup> April 2024 were agreed after a proposal by Cllr J Illingsworth and second, Cllr P Bryant - all in favour. The minutes were signed by the Chairperson.

**Adjournment for Public Participation (15 minutes allowed for)**

*This provides an opportunity for members of the public to raise questions and comment on items on the agenda before the Council makes decisions.*

No issues raised.

**Reports from:**

- **Parish Clerk:** Have received accounts from C Punt (internal auditor) to present this evening. Regarding the planters, Louis @ ESS has been given the measurements and has said he'd like to measure up himself, although he has given us a quote of £763.00, for the new base, cutting the foliage and relocating the bench and putting the planters in situ. This amount has been agreed and clerk to email Louis to proceed. The Chairman suggest a working group be formed, then to discuss types of tools and container to keep them in. Budgets have been set for this year, to accommodate the spend on these items. Namely a small shipping container, tools (petrol/electric?) Decide next meeting on working group.
- **Chairmans Report:** The Clerk and Chairman to purchase buffet from Morrison's and drinks from Aldi. Lewis Yates from Suffolk Wildlife will be doing a presentation, along with Cllr T Knights, who will be showing what the Parish Council has been up to the last year, along with some photos of the wildlife on Holly Hill Meadow, kindly provided from Bryn Storeton West. Disability Forum was attended. Poster for Carers Rights given to clerk to put up in Oulton Community Centre. Potential street names have been submitted to the Council (David Parr, Tina O'Callaghan, Christina Claxton, Ken Alexander & Christina Brinded). A service is being held at St Michaels Church and a memorial will be given from Cllr J Hinton for David Parr, who tragically lost his life in the Falklands War. East Suffolk Council has withdrawn their objections regarding the bridleways, so that's a wonderful success. Woods Meadow, environmental health have been contacted, as testing had been carried out, but the fencing had been left open, allowing children and dogs to play on the land, a site meeting to be requested.
- **County Councillors:** Cllr E Back has reported that sign on Somerleyton Road/Gorleston Road is being completely replaced around the 30<sup>th</sup> July 2024, The Chairman thanked Eddie for his intervention on this. Cllr E Back has taken matters further regarding poor state of Beccles Road, as Suffolk Highways have dismissed it as the road doesn't meet the criteria. A date has now been given when the road will be repaired. Chairman gave thanks for his intervention.

- **District Councillors:** Cllr A Gee has been in contact with Environmental Agency regarding contamination from landfill running off from Holly Hill, Angles Way, also Fishers Row. No response has been received.
- **Oulton Community Centre:** Cllr P Collecott has nothing to report as no meetings have taken place. Still waiting for The Charity Commission to agree the new constitution.
- **St Michael's Church & OPT:** Debate took place on the Reverends decision to cancel the resurfacing works for the church parking area. The Chairman thanked Cllrs E Back & A Gee for their offer to contribute to this project, but as it is cancelled, there is no need for it, although it may be needed in the future. Community lunch will take place next week, which Cllr J Hinton will attend and report back.

## Planning

- **To receive new planning applications and make comment** – DC/24/1267/Scoping Opinion - Land north of Lowestoft Garden Village, Corton. Cllrs J Hinton & J Sarbutt to pen a response.
- **To receive results and updates on outstanding applications** – Nothing to report

**Finance:** Thanks afforded to the Clerk & C. Punt for completing the year end accounts.

**Income & Expenditure as at 30<sup>th</sup> April 2024 received.**

## Payment Schedules

Payee	Value	Description
Oulton Community Centre	£20.00	April 2024 Room Hire – OCC1493
Clerk Salary	£611.20	Salary April 2024
Graphic Solutions	£140.00	TOMS printing
Gordon Ellis & Co	£823.20	Planters Somerleyton Road (CIL)
Norfolk Parish Training	£48.00	Clerk Training
<b>Total</b>	<b>£1642.40</b>	

**Income Received – £14,552.85 (Precept 1<sup>st</sup> Instalment) & £1,237.34 (Neighbourhood CIL) = £15,790.19**

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

**To consider grant applications:** - St Michaels Church, requested £700.00, but we would like to reduce this to £500.00, so we can help more causes during the year. East Anglian Air Ambulance £500.00 - all agreed and in favour.

**To consider the Internal Audit Report prepared by the Internal Auditor. Agree upon any course of action:** No Action to be taken, although internal auditor did recommend that we have a Reserve Policy. This will be written and adopted at June's meeting. All agreed and approved.

**To confirm, approve and sign Annual Governance and Accountability Return Part 3 Section 1 – Annual Governance Statement 2023/2024:** – All confirmed, approved and signed by Cllr J Hinton

**To Confirm, approve, and sign Annual Governance and Accountability Return Part 3 Section 2 – Accounting statements 2023/2024 :** – All confirmed, approved and signed by Cllr J Hinton

**To appoint new Internal Auditor for 2024/2025:** C Punt has agreed to continue next year.

**To consider and agree upon Member and Officer Responsibilities:** Leave as it is, no changes needed, as only recently amended and updated.

**To receive an update of the purchase of assets using CIL money:** Ring fenced funds for resurfacing of St Michaels church has been freed and is available again.

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

Clerks appraisal to be signed by Staffing Committee and Clerk.

Cllr T Knights emailed SID camera results.- Hall Lane, 4 week period, average speed 30mph, top speed 60mph. Sands Lane, 4 week period, average speed 30mph, top speed 60mph (top speeds could be emergency services)

**To receive any items for inclusion on the next agenda (for information only)** Cllr J Illingsworth would like to discuss a potential outdoor free library.

**To determine dates of Council Meetings for the next year:** All agreed, except for 7<sup>th</sup> January 2025. All in agreement to cancel this meeting.

**To confirm date of the next Parish Council meeting as Tuesday 4<sup>th</sup> June 2024 @ 7.00 pm in Oulton Community Centre.**

**To confirm date of the Annual Parish Council meeting as Saturday 18th May 2024 @ 6.00 pm in Oulton Community Centre.**

The meeting closed at 20.54

Everyone was thanked for attending.