



## Oulton Broad Parish Council

### Full Council Meeting

Monday 20<sup>th</sup> December 7pm

Held in the Pavilion

### MINUTES

**Present:** Councillors Jean Bragg, Tracey Cannon, Paul Carver, Benvenuto Falat, Brian Keller, Sandie Keller, Andrew Page and Lee Pullen.

**Also, in attendance:** Tina Page (Clerk)

**Public in attendance:** 1 member of the public.

**110. Welcome:** The Chairman welcomed everyone to the meeting

#### **111. Announcement on Reporting**

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

**112. To receive and consider acceptance of apologies for absence:** It was noted that Cllr Cuss did not attend. District Cllrs Back, Gee and Robinson sent their apologies. FoNEP sent their apologies.

**113. Declarations of Interests and dispensations:** No declarations of interest were recorded at this meeting.

**114. Minutes:** Minutes of the 15<sup>th</sup> November meeting were approved as being an accurate record. Proposed by Cllr Carver and seconded by Cllr Bragg.

**7 AGREED  
1 ABSTAINED**

**115. Outstanding actions:** To note actions taken from last meetings which are not detailed on this agenda.

- 69 Clerk to sort out outstanding car passes for FoNEP. This is still outstanding. Clerk is chasing this.
- some at closed section.

**116. Chairman's Report:** The Chairman mentioned the email received from FoNEP regarding the Carols around the tree event. It was decided that parish Council will run this ourselves. Welcome to Michaela who will be the Administrative Assistant.

#### **117. Public Forum and Public Service Reports:**

An opportunity for members of the public to make comments on any matters on this agenda. This forum will include **receipt of any written District Council, County Council reports**. No District Councillors or County Councillors available.

**118. To receive an update from FoNEP:** FoNEP did not attend.

**119. To receive an update on the works being undertaken for FoNEP workshop and agree additional quotes:** Awaiting additional quotes for the timbers, leaking roof.

**120. To receive an update on the Gateway to the Broads 5 year plan:** There has been no meeting as yet. The plan runs out 31/12/21. This was put on hold awaiting for the new gardener and their ideas. Norse has not confirmed when the new gardener will be starting.

**Action Clerk** to send what she has to Norse for submission.

**121. To receive an update on the new office:** The dividing door has been closed and secured. Waiting on the installation of the heating to warm the building up before the flooring can be laid. Anglia Electrical should be installing the heating this week, so that the building can warm up over Christmas. **Action Cllr Page** to chase Anglia Electrical.

**122. To approve the additional expense for the Sheds 1 – 7 fire safety system:** This is just the alarm system. The quote has been obtained from Anglia Electrical and Security Ltd, £6273.79. Proposed by Cllr Page and seconded by Cllr B Keller.

**7 AGREED  
1 ABSTAINED**

**123. To ratify the Personnel Committees decision for the appointment of the**

**Administration Assistant:** The appointment of Michaela McGoun, proposed by Cllr Carver and seconded by Cllr S Keller.

**ALL AGREED**

The Chairman welcomed Michaela to the Council table.

**124 To receive an update on the repair work needed for OBWSC:** No quote has been received. **On Hold.**

**125. To receive an update on the TCV visit to Monckton Avenue and agree any action:** Cllr Bragg and the Clerk meet with a couple of people and walked around the whole of the area, Slaters, woodland and the outside of the 'Land adjacent to Monckton Avenue'. There was a comment that the area at Slaters Pit has been cleared away too much. There are concerns about the pipes leading to the Pit. Action Clerk to get Suffolk Wildlife Trust to look at the swan and sees if he is OK. The total for the clearance and management for phase 1 is £17,375. Proposed to agree with Phase 1 by Cllr Bragg and seconded by Cllr Falat.

**126. To agree the budget for 2022-2023:** The precept was discussed line by line at the Finance Committee. The following suggestion was discussed and agreed. Total Precept £243,354, which is a Band D precept of £74.40, an increase of £4.17 per year (8p per week). Proposed by Cllr Falat and seconded by Cllr S Keller.

**ALL AGREED**

The fence around the boating lake quote has increased to £3850 + VAT. This was also agreed.

**127. To receive an update on the migration of the OBPC emails and agree a way forward:** Action Clerk to email Dessol and get the emails migrated over for Cllrs Page and Carver.

**128. To approve the payments for this month and in between meetings:**

**BACS**

<b>ESC</b>	By Election	£313.72
<b>Cozens</b>	Install lights and remove lights	£600.00
<b>IHT</b>	CCTV	£41.76
<b>Norse</b>	partnership fees	£7,926.00
<b>SLCC</b>	Additional up top CiLCA	£30.00
		<u>£8,911.48</u>

Payments totally £8,911.48. Proposed by Cllr B Keller and seconded by Cllr Falat.

**ALL AGREED**

**129. To note the reconciliations of the bank statements outstanding this financial year:** Handed to B Keller for authorising.

130. To update Councillors on any meetings relating to Parish since last meeting:

Powerboats meeting was positive, they will move the concrete pad where the hut is further down

so that the heras fencing does not exclude the toilets. Some orange plastic fencing to be placed diagonally from the hut to the bowling green. The Powerboats stated that they will pay for it. The Safety meeting held virtually confirmed that all the powerboats event incidents were acted out professionally and no fault to the Lowestoft and Oulton Broad PowerBoats.

**131. To discuss any health and safety issues relating to the Parish:** Anti-Social Behaviour has increased in the park over the last week. We increased the hours of the security patrol. Proposed by Cllr Carver and seconded by Cllr Pullen.  
The safety fence around the boat lake quote has increased as mentioned before.

**132. To note any correspondence received since last meeting:** The quote was received for the laptop and associated software for the Assistant. Office software was agreed to be paid monthly at £7.99 per month, paid directly to Microsoft. Laptop quote for Lenovo Laptop and Windows Pro 10, £595.00, Proposed by Cllr Page and seconded for B Keller.

**133. Items for the next Agenda:** None

**To note date of next Council Meeting and Committee Meetings:** Planning 17<sup>th</sup> January 2022 6pm, Finance Committee 2<sup>nd</sup> February 2022 6pm, Full Council 17<sup>th</sup> January 2022 7pm. NEP Trust 10<sup>th</sup> January 2022 7pm Virtual meetings, Events and Tourism virtual meetings 13<sup>th</sup> January 2022.

**134. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:**

To discuss assets and agree any action:

Meeting officially closed at 8.45pm

Minutes approved on ..... 2022

Signed ..... Parish Council Chair