



## Oulton Broad Parish Council

### Full Council Meeting

Monday 17<sup>th</sup> January 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 Newby (Clerk) and Admin Assistant Michaela McGoun

**Public in attendance:** 4 members of the public, including District Cllr Gee.

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

#### **136. 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.

**137. To receive and consider acceptance of apologies for absence:** Cllr Cuss was absent. Apologies were received for District Cllrs Robinson and Back.

**138. Declarations of Interests and dispensations:** No additional interests were declared.

**139. Minutes:** Minutes of the meeting of 20<sup>th</sup> December 2021 were approved as being an accurate record. Proposed by Cllr B Keller and seconded by Cllr Carver. **ALL AGREED**

**140. 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. – still ongoing. Car Park person at ESC is hard to get in contact with. Clerk is still chasing this.

**141. Chairman's Report:** Not a lot to report. There were issues with a gang of about 24 children on bikes in the park. Security dispersed these and they then headed to the North Side of Oulton Broad. **Action Cllr S Keller** to contact Community Support.

#### **142. 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.**

District Cllr Gee, Back and Robinson has signed off the ECB contribution to the Boat lake fencing and the viewing platform for Banksy. The Parish Council thanked those that help fund these projects.

The Museum would like it recorded a thank you for Clerks support in getting their phone line sorted. This was extended from Cllr Falat to the Chairman.

**143. To receive an update from FoNEP:** FONEP reported that the hours worked in December was 207, equating to £1840. The year end total up to December 2021 was 1435 hours equating to £12,788. They are keen to work with the new gardener and his new ideas. Agreement was met to erect the new boat planter. This was suggested to go by the corner of the Quays Café where the tree was. The greenhouse will be erected once the tree stumps have been taken out.

**144. To receive an update on the works being undertaken for FoNEP workshop and agree additional quotes:** No additional quotes as yet.

**145. To receive an update on the Gateway to the Broads 5 year plan:** This has been completed by the Clerk and will be published this week.

**146. To receive an update on the new office:** Still waiting for the heaters to be installed. The heating manufacturers are lacking some of the components. There was an agreement to source some hire heaters to warm the rooms up, so that the floors can be laid. **Action Clerk** to source heaters, try HSS.

**147. To note the resignation of the Clerk/RFO and receive an update on advertising the vacancy:** The Parish Council is sorry that the Clerk is going, she has been an absolute rock. She coped with everything that the council gave her. Big shoes to fill. Thank you for all your help. The vacancy has been advertised on Facebook, OBPC website and Norfolk PTS. Clerk tried SALC but they did not get back to her, suspect it is the fact that OBPC are not members.

**148. To note the Internal Control Statement findings for year ending 31/3/22:** The Clerk apologised for referencing Geldeston Parish Council, this will be changed. But pointed out that this document had been reviewed and approved in September 2021. The findings were discussed. OBPC have a lack of VAT knowledge for a Parish Council this big. VAT training will need to be implemented. Update and review of risk assessments and asset maintenance plan needs to be set up. **Action Clerk** to set up from VAT training.

**149. To receive an update on the migration of the OBPC emails and agree a way forward:** Cllrs Cannon, B Keller, S Keller, Falat and Bragg have yet to be migrated over. This will need to be done as soon as possible.

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

Direct Debit

02/02/2022	PWLB	£5,367.79
		<u>£5,367.79</u>

BACS

IHT	CCTV	£41.76
		<u>£41.76</u>

Payments for IHT were approved. It was also noted and approved the first instalment of the PWLB DD which will come out 2/2/22. Proposed by Cllr B Keller and seconded by Cllr Page.

ALL AGREED

**151. To note the reconciliations of the bank statements outstanding for December:**

Noted

**152. To discuss the planning application: DC/21/56754/FUL, 122 Victoria Road, Lowestoft, NR33 9LU. Sub-division of plot and erection of 2 No 2 bedroom dwellings:** Recommend Approval. Proposed by Cllr Falat and seconded by Cllr S Keller.

ALL AGREED

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

Cllr S Keller and Clerk had a meeting with KW (ESC) for updates. She will be going on holiday for a year in the middle of February 2022.

**154. To discuss any health and safety issues relating to the Parish:** There is an issue of the fan sensor in the kitchen being covered over so it will not work. There appears to be two small holes like a hammer head in the sheeting in the Females toilet. Stumps in the compound

will need to be removed. It was noted that there are other tree stumps that will need to be removed as well. One by the Yacht Club and one by the Quays Café,

**155. To note any correspondence received since last meeting:** Nothing to note.

**156. Items for the next Agenda:** Nothing to note.

**To note date of next Council Meeting and Committee Meetings:** Planning 7<sup>th</sup> February 4pm and 21<sup>st</sup> February 6pm 2022, Finance Committee 3<sup>rd</sup> February 2022 6pm, Full Council 21<sup>st</sup> February 2022 7pm. NEP Trust TBC, Events and Tourism TBC

**157. 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 7.50pm

Minutes approved on ..... 2022

Signed ..... Parish Council Chair