



Oulton Broad Parish Council
Meeting of the Parish Council
Monday 19th October 2020 7pm
Held Virtually
MINUTES

Present: Councillors Christine Ashdown, Paul Carver, Nancy Cuss, Peter Edwards, Benvenuto Falat, Brian Keller, Sandie Keller, Andrew Page, and Lee Pullen.

Also, in attendance: Tina Page (Clerk)

Public in attendance: a member of FoNEP was present.

292. Welcome:

The Chairman welcomed everyone to the meeting.

293. 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.

294. To receive and consider acceptance of apologies for absence:

Cllr Bragg apologies were accepted.

295. Declarations of Interests and dispensations:

295.1 Receive Declaration of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the agenda – It was noted that Cllr Edwards has an interested in item 311.1. Cllr Edwards is a Trustee to OBWSC and this will be taken as read in future meetings.

295.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests. None

295.3 To note any dispensations previously granted. None

296. Minutes: To approve all the minutes of the meetings of 21st September 2020. The minutes were proposed as being an accurate record by Cllr Ashdown and seconded by Cllr Carver.

ALL AGREED

297. To discuss the co-option for one vacancy and agree any action:

297.1 Question and answer session.

297.2 To agree on co-opting candidate

297.4 The signing of the declaration of acceptance if the co-option is successful.

This applicant has cancelled his application for being co-opted.

298. Welcome to the new councillors:

Not needed.

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

241. Clerk to look at 75th memorial benches to purchase and agree any action. – Ongoing.
Clerk to check to see if we can use CiL monies for this?

257. To receive an update on the rebuilding of the burnt shelter and agree any action. – Cllr S Keller is chasing Lowestoft College for an update.

263. Clerk to report the progress of web accessible documentation needed by 30th September 2020 and agree any action. – Completed by the required timeframe.

264. To receive an update on the new website and agree any action. – The website is completed. Cllrs will need to obtain new photos with better resolution to be uploaded. The Clerk asked how far does the documents need to go back? All documents since the year the Council was formed are on the laptop. This can be used as the archive. It was agreed to go back one year. 2020 and 2019 for Governance Documents. Issue a statement to say that older documents are available on request. There is an issue with the DNS ownership, as we do not have a gov.uk email address.

286. Clerk to organise another meeting with Norse – Clerk to combine the financial and update meeting together.

300. Chairman's Report:

The Shelter as discussed above is still ongoing. Chairman will have another go at contact Lowestoft College. We would like a definite answer, Yes or No! If no luck we will get quotes from carpenters.

301. 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 reports were received, District Councillor Back sent his apologies.

302. To receive an update from FoNEP and agree any necessary action:

The wreath has been ordered again this year. The wreath laying will be 5th November at midday. Cllr Falat to rise the Union Flag on the 11th November.

The Green Flag has been won again this year. The Chairman thanked Marie, Norse and FoNEP. It has also been noted that Sprytar was being used in the park.

Cllr B Keller thanked FoNEP for removing the items out of the flat.

303. To agree the payments payable in October 2020, as per payment schedule:

There were no payments.

304. To note that the Income and expenditure up to 30th September 2020.

Uploaded on Docmonster.

305. To note the approval of the Bank Reconciliations for August and September and agree any action:

Currently being reviewed by Cllr B Keller.

306. To receive an update on the budget planning for next year and agree any action:

The working draft is currently sitting at 3.86%. This has been updated with the bi-election costs for OB North Ward.

Await base figures, this should reduce down.

It was stated that the Clerk had noticed an error in CiL, some OB was being paid to LTC. **Action Clerk** to ask for the reports since Parish Council was formed, to check the entries.

307. To review and approve the policies as per attached list;

Clerk to amend the numbering of the paragraphs in Finance Regulations.

Policy/Protocol	Adoption Date	Review Date
Standing Orders	Sept 2019	Oct 2020
Financial Regulations	Sept 2019	Oct 2020
CCTV Policy		Oct 2020
Code of Conduct	Sept 2019	Oct 2020
Complaints Procedure	Sept 2019	Oct 2020
Co-option Policy	Sept 2019	Oct 2020
Equality and Diversity Policy	Sept 2019	Oct 2020
Freedom of Information Publication Scheme & Availability Schedule	Sept 2019	Oct 2020
General Data Commitment		Oct 2020
General Data Protection Policy	Sept 2019	Oct 2020
General Data Retention Policy	Sept 2019	Oct 2020
Grant Awarding Policy and associated documents	Sept 2019	Oct 2020
Grievance Policy	Sept 2019	Oct 2020
Health and Safety Policy	Sept 2019	Oct 2020
Information Audit	Sept 2019	Oct 2020
Information Incident Policy	Sept 2019	Oct 2020
Investment Policy	Sept 2019	Oct 2020
Lone Working Policy	Sept 2019	Oct 2020
Media Policy	Sept 2019	Oct 2020
Member/Officer Protocol	Sept 2019	Oct 2020

New Councillor Privacy Statement		Oct 2020
Operation London Bridge		Oct 2020
Protocol for reporting at meetings	Sept 2019	Oct 2020
Public Participation Protocol	Sept 2019	Oct 2020
Reserves Policy	Sept 2019	Oct 2020
Risk Assessment and Management Policy and Corporate Risk Assessment	Sept 2019	Oct 2020
Safeguarding Policy	Sept 2019	Oct 2020
Training and Development Policy	Sept 2019	Oct 2020

Proposed by Cllr Falat and seconded by Cllr B Keller.

ALL AGREED

308. To receive an update on the Committee meetings and other meetings held throughout the month:

Finance Committee: The PWLB has been agreed by Full Council, Finance. A procedure is being sought as to how we can apply for the loan.

Planning: Committee meetings are going well.

Personnel: The Administration Assistant applications have been put on hold for the time being, due to COVID-19. This has been agreed by the Clerk. We will review the situation when things improve. There is a need to have more control and supervision of the cleaner. Cllr Carver is prepared to help Cllr Ashdown with this.

There was a discussion about adding a CCTV camera into the Pavilion Hall. This is not illegal under the safeguarding situation.

309. To discuss the request of a dog bin – there appears to be no dog bins in Conrad Road, Rowan Way and Burnt Hill Way:

The Clerk has requested a specific location from the resident.

310. Items for the next Agenda:

Budget update
Fundraising

To note date of next Council Meeting and Committee Meetings: Finance Committee 4th November 2020, Planning Committee 2nd November and 16th November, Full Council meeting 16th November 2020.

311. 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 personnel.

There being no more business to discuss, the meeting closed at 8.20pm

Minutes approved on 2020

Signed Parish Council Chair