



**Oulton Broad Parish Council**  
**Annual Meeting of the Parish Council**

**Monday 20<sup>th</sup> May 2019, 7.00pm**

**Held at The Yacht Club**  
**Nicholas Everitt Park**

**MINUTES**

**Present:** Councillors Christine Ashdown, Paul Carver, Benvenuto Falat, Brian Keller, Sandie Keller, Lee Pullen, Andrew Page, Andy Penman and Steve Wilson,

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

**Public in attendance:** 13 members, including members from FoNEP.

**1. Welcome:** The Chair opened the meeting, thanked everyone for attending.

**2. To appoint a Chairman:** Cllr Falat noted that it is not good for the Parish Council to stand as Chairman for too long. Therefore, he wishes to stand down as Chairman, however, he would be quite happy to volunteer as Vice Chairman. Proposed by Cllr Falat to appoint Cllr S Keller, seconded by Cllr Page. **ALL AGREED**

Cllr S Keller signed the declaration of office form.

**3. To appoint a Vice Chair Person:** Cllr S Keller proposed Cllr Falat, seconded by Cllr Ashdown.

**ALL AGREED**

**4. Announcement on Reporting:** Councillors and members of the public were reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting at meetings.

**5. Apologies for absence:** Cllr Cooper and Cllr Lavery.

**6. . Declarations of Interests and Dispensations:**

6.1 Declarations of Disclosable Pecuniary and Non-Pecuniary interests.

Cllr Carver declared an interest in item 17.

6.2 Receipt of written interest.

None.

6.3 Dispensations granted.

None.

**7. Minutes:**

7.1 To consider the accuracy and approve the minutes of full council of 15<sup>th</sup> April 2019. These were confirmed as accurate, proposed by Cllr Falat and seconded by Cllr B Keller. **ALL AGREED**

7.2 To note actions taken from last meeting which are not detailed in this agenda.

253.1 Cllr Falat to provide photos of thatched roof for Nicholsons to progress – The photos have been sent to Nicholsons.

266. Cllr Ashdown to source a quote for the one-way film to go on the sliding doors – Cllr Page has contacted Seletar Signs and we are waiting for a quote.

**8. Chairman's Report:** None. Cllr Falat will share his Chairman Report with the councillors by

email.

**9. Public Forum and Public Service Reports: None**

**10. To receive an update from FoNEP and agree any necessary actions:** They have started work on painting the bandstand. Volunteer hours for April and May 315. Half of a tree has fallen behind the existing shelter. **Action Clerk** to contact Norse.

**11. To confirm the eligibility to adopt the General Power of Competence:** It was noted that we have now filled the criteria, 2/3 elected councillors and a CiLCA qualified Clerk. Proposed to adopt the General Power of Competence, by Cllr Penman and seconded by Cllr B Keller. **ALL AGREED**

**12. To agree the Annual Internal Audit Report for 18/19:** It was noted that item F should read No Petty Cash. Proposed subject to change item F, by Cllr B Keller and seconded by Cllr Ashdown.

**9 AGREED**

**1 ABSTAINED**

**13. To agree the Annual Governance Statement for 18/19, to be signed by Clerk and Chairman:** Proposed by Cllr B Keller and seconded by Cllr Ashdown

**9 AGREED**

**1 ABSTAINED**

**14. To agree section 2 Accounting Statement 18/19, to be signed by RFO and Chairman:** The previous year's figures were discussed. This year's figures were proposed by Cllr Ashdown and seconded by Cllr Carver.

**9 AGREED**

**1 ABSTAINED**

**15. To agree the contact details for PKF LittleJohn, details to be filled in by the Chairman.** This was noted.

**16. To agree the costings for additional bike stands at the Crescent Car Park:** The quote has come in at £272.00, these are the same ones as before, but not surface mounted. This cost would be pulled from the election expense budget, as we are underspent there. Proposed by Cllr Page and seconded by Cllr Carver.

**ALL AGREED**

**17. To agree the paint decorator's invoice and additional cost for paint:** The invoice is as per quoted £400, but there is an additional expense for £25, extra paint needed for the ceiling. There was a discussion regarding additional expenses to put right the work, of £200 for additional materials. Cllr Falat proposed to accept the full invoice value, no seconder. Cllr Falat stated that there were two councillors running the projects and it appears they did not carry out many inspections, throughout the project. It was then seconded by Cllr Wilson.

**5 AGREED**

**2 AGAINST**

**1 ABSTAINED**

To pay £425.00.

**18. To agree the payments as per payment schedule:** It was noted that the Gilberts Indemnity letter had not been received, hold half the payment, until received. **Action Cllr Carver** to chase the Indemnity letter up. Proposed by Cllr Carver and seconded by Cllr Penman

**ALL AGREED**

The Annual subscription for LCPAS, it was decided that this was not needed. Proposed by Cllr Ashdown and seconded by Cllr Carver.

**ALL AGREED**

**Direct Debit**

Daisy Communications	Phone and internet	£70.10
		£70.10

**BACS**

Gilbert Builders	Store for the Bowls	£6,699.38
Seletar Signs	8' Banner for play area	£72.00
East Suffolk Council	Flat Council tax	£269.00
M & C Price	pump water meter bill	£227.73

Rialtas Business Solutions	Year End check online	£330.00	
Npower	Pavilion	£491.51	
Npower	Gents toilets	£173.02	
LCPAS	Internal Audit	£375.00	
1st Class Fire Protection	Fire extinguishers for museum	£85.98	
LCPAS	annual renewal	£120.00	if agreed

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£8,843.62

It was noted that S Keller Buffet £40.60 to be added at this meeting. Proposed by Cllr Falat and seconded by Cllr Page.

**ALL AGREED**

**19. To discuss the Youth Impact scheme and agree any action:** Currently Carlton Colville have a Youth Impact Scheme that is working with the youth regarding vandalism. The cost would be £5,000 but 50% would be met by the Police Commissions budget. **Action Cllr Falat** to provide contact.

**20. To discuss starting a neighbourhood plan:** If we can generate a rigorous neighbourhood plan, the planning departments would need to abide by this. Reedham Parish Council has started there's, and we could piggy back from them. **Action Cllr Falat** to initiate this and head the project up. We would need a Working Party. Proposed by Cllr Falat and seconded by Cllr Pullen. **ALL AGREED**

**21. To discuss Monckton Avenue – future allotment land and agree any action:** Cllr Falat stated that the land behind Monckton Avenue, that is allocated for allotments is contaminated. The new Badger development may generate the need for additional allotments. It was noted that the ring-fenced figure would only be enough to 'clean up'. We would need to apply for planning permission, as this is at the moment designated as open green space. Kesgrave Drive is open green space meadow with a small play area. We could section some of this off for allotments. Maybe sell the other space to a developer. **Action Cllr Carver and Cllr Falat** to provide a site visit. Badgers are looking to provide a 1.2m fence instead of 1.8m.

21.1 To discuss the naming of roads, correspondence email, for the new development – we had a choice of Nursery Close, Coppice Close, Field View. It was proposed to accept Nursery Close.

**22. To note the new register of interest's online form:** It was noted that only one councillor has been able to sign in online. **Action Clerk** to chase this up and get it sorted.

**23. To reappoint Committees:**

**23.1 Finance Committee**, no change

**23.2 Personnel Committee**, add a substitute of Cllr Pullen

**23.3 Planning Committee**, no change

**23.4 Events and Tourism Committee**, Cllr Falat as substitute, add Cllrs Carver, B Keller and Page.

**23.5 GDPR and policies committee**, change of name, add Cllr Carver

**23.6 To discuss the setting up of an Asset Management and Projects Working Group.** This is not open to tenants, due to the conflict of interests. The working group would not be open to the general public. Volunteers for this group were Cllrs: S Keller, Falat, Carver, Penman and Page.

**24. Events and Tourism Committee would like to request volunteers to attend this year's events:** The list of events was handed out in the packs provided. Do not worry about the Powerboats. We would like to have at least one Councillor attending the new events. It was suggested that we needed a responsibilities list. **Action Cllr Pullen** to provide a responsibility list and emergency contact details.

**25. To receive an update on Committee meetings and other meetings throughout the month:**

Finance: Lots of items coming up!

Personnel: Help for Clerk – her hours have been agreed to be permanent. Shadowing the Clerk in May and June is impossible. Cllr Ashdown has something in the pipeline!

Planning: Not a great deal, still waiting for the hearing of TingDene development. A petition has been set up.

Events and Tourism: we have a meeting with Nearly Music Festival Wednesday 2.30pm

**26.To consider the renaming of the main hall in the Pavilion:** This has been withdrawn.

**27. To note significant correspondence received since last meeting:**

Complaint regarding a new gate at a footpath at Broadview Road, was discussed. Passed back to the sender to contact Suffolk Footpaths.

Compliments regarding Kesgrave Drive refurbishment of the play area and fencing.

Receiving positive feedback on the new play area.

**28. To note the date of next Council Meeting and Committee Meetings:** Planning Committee 3<sup>rd</sup> June 3pm and 17<sup>th</sup> June 6pm, Finance Committee 5<sup>th</sup> June 6pm, Full Council 17<sup>th</sup> June 6.30pm, Trust meeting 17<sup>th</sup> June after the Full Council.

**29. Items for next agenda:** None.

**30. 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:**

None

There being no more business to discuss, the meeting closed at 8.50 pm

Minutes approved on .....17<sup>th</sup> June..... 2019

Signed ..... Parish Council Chair