



Oulton Broad Parish Council

Meeting of the Parish Council
Monday 16th September 7.00pm

Held at the Pavilion
Nicholas Everitt Park

MINUTES

Present: Councillors Christine Ashdown, Paul Carver, Benvenuto Falat, Brian Keller, Sandie Keller, Lesley Lavery, Andrew Page, Andy Penman and Lee Pullen.

Also, in attendance: Tina Page (Clerk)

Public in attendance: 2 members of FoNEP, 1 District Councillor.

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

74. 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.

75. Apologies for absence: Councillors Cooper and Wilson.

76. Declarations of Interests and Dispensations:

76.1 Declarations of Disclosable Pecuniary and Non-Pecuniary interests.

None.

76.2 Receipt of written interest.

None.

76.3 Dispensations granted.

None.

77. Minutes:

To consider the accuracy and approve the minutes of full council of 15th July 2019. There was a lengthy discussion regarding the wording for item 72. It was proposed as being accurate by Cllr Penman and seconded by Cllr Carver

**6 AGREED
2 ABSTAINED
1 AGAINST**

78. Outstanding actions: To note actions taken from last meeting which are not detailed in this agenda.

44. Clerk to chase the replacement of the outstanding posts in the Boulevard Car Park behind Shed 6 – This is on the Norse job list. – close.

44. Clerk to arrange a meeting with Lowestoft Lions and the Powerboats – We have met with the Lowestoft Lions, and will meet in October with the Powerboats. – close.

72. Clerk to request a report on contaminated areas – Awaiting a report from the Environment, freedom of information request should be completed by 24th September 2019.

72. Clerk to arrange a site visit to Monckton Avenue – completed.

Due to a Councillor being ill, it was decided to discuss items 85 and 86 at this stage.

79. Chairman's Report: None.

80. Public Forum and Public Service Reports: Cllr Gee reported: The TingDene application has been unfortunately approved. However, there is concern by one or two people going by the adapted photos. There is going to be an appeal. There is need to determine who the owner of the reed bed and shore line. This will need to be brought back to East Suffolk Council, as they are now the owners. Cllr Falat to offer a briefing note when it is needed.

81. To receive an update from FoNEP and agree any necessary actions: Volunteer hours is 511, additional hours this month, due to the Lowestoft Gala Day. It was reported that the hanging baskets are lovely.

Geoff is interested in providing a park survey on the attendance in the park. Cllr Falat mentioned about the Management Report that shows some statistics. However, this report was written in 2016. Geoff to organise a school project to organise the survey data. It was noted that there were no hanging baskets along the Boulevard columns. This is because the columns are not strong enough to hold the baskets.

Ivan mentioned about the presentation that he will be organising that will be about Hollingsworth. It was also reported that the No Flow Plates all look loose. **Action Clerk** to look into this.

82. To discuss the Internal Audit Report and review the recommendations, and agree any action: This report was previously reviewed at the Finance Committee. It was noted that some of the cheque stubs were not initialled by two councillors and the corresponding invoice. Insurance cover for Corporate Manslaughter and Corporate Homicide. Do we have cover for the breach of Data Protection? There is a recommendation reserves 150% of its annual turnover. It was agreed to build up the reserves. **ALL AGREED**

83. To discuss the External Audit Report and agree any action: We have passed! Councillor Ashdown noted a 'Well Done to those that were involved'.

84. To ratify the appointment of the new Internal Auditors, Heelis and Lodge, and agree any action: Finance Committee agreed the cost of £300 per year for 3 years. This was ratified. **ALL AGREED**

85. To discuss and agree where to store 5 – 10 boxes of deed packets: Cllr Falat mentioned his findings regarding storage cabinets. Fire cabinets, 30 minutes cost £1500 new, 3 hours cost £3000 new. Suggestion was to store these in the ground floor area of the flat. **Action Clerk** to contact Solicitors, Accountants and Suffolk Records for a quote to store the records for us.

86. To receive a report from the Bagders Development by Monckton Avenue: Met on site 21st August, discussed a few options. Kelly's report in the handout. The Clerk has requested a Freedom of Information report to see if the land is contaminated. Cllr Gee asked for a detailed report on the issues we are having. **Action Clerk** to provide the information.

87. To discuss the report received from Precision Pipework and agree any action: Discuss the item 2 on the report regarding the repair work for the Cellar leak in the Museum. However, it has been noted that the cellar in the Museum has been dry, this is not normal! The report has stated the quote to be between £2000 and £5000, depending on what they find there. There was no option in the report about re-routing plastic pipework. **Action Clerk** to request a quote for the work from Norse. Proposed by Cllr Ashdown and seconded by Cllr Falat. **ALL AGREED**

88. To receive an update on the Precept and budgets for next year: This is still work in progress, but at the moment the precept using the same Band D figures as last year, is 9.22%. Cllr Ashdown noted a Thank to Cllr Page and the Clerk for the work being done on this.

89. To review and approve the policies listed below and agree any action:

Policy/Protocol	Adoption Date	Review Date
Standing Orders	May 2017	Sept 2019
Financial Regulations	May 2017	Sept 2019
Code of Conduct	May 2017	Sept 2019
Complaints Procedure	May 2017	Sept 2019
Co-option Policy	May 2018	Sept 2019
General Data Protection Policy	May 2017	Sept 2019
General Data Retention Policy	May 2017	Sept 2019
Equality and Diversity Policy	May 2017	Sept 2019
Freedom of Information Publication Scheme & Availability Schedule	May 2017	Sept 2019
Grant Awarding Policy	May 2017	Sept 2019
Health and Safety Policy	May 2017	Sept 2019
Information Audit	May 2018	Sept 2019
Information Incident Policy	May 2018	Sept 2019
Lone Working Policy	May 2018	Sept 2019
Press and Media Policy	May 2017	Sept 2019
Member/Officer Protocol	May 2017	Sept 2019
Protocol for reporting at meetings	May 2018	Sept 2019
Public Participation Protocol	May 2017	Sept 2019
Risk Assessment and Management Policy and Corporate Risk Assessment	May 2017	Sept 2019
Training and Development Policy	May 2017	Sept 2019
Investment Policy	May 2018	Sept 2019

Proposed to adopt all the above policies by Cllr Falat and seconded by Cllr Carver **.ALL AGREED**

90. To agree the payments as per payment schedule:

BACS		
NALC	VAT training	£84.00
		<hr/>
		<u>£84.00</u>

The payment for £84.00 was proposed by Cllr Page and seconded by Cllr B Keller. **ALL AGREED**

- 91. To note the payments and receipts up to 31/8/19:** Noted
- 92. To receive an update regarding the Neighbourhood Plan and agree any action:** None.
- 93. To discuss designing a Newsletter and Press Release and agree any action:** The survey information should be in graphical form. Provide some information of Slaters Pit and Ashley School. Should be available and out next month, for all residential houses and some surplus. Proposed by Cllr Page and seconded by Cllr Carver. **ALL AGREED**
- 94. To receive an update on Committee meetings and other meetings throughout the month:**
 Events and Tourism, discussion over splitting the park into zones and different charges to apply to those zones.
 Finance Committee: discussed the budgets.
 Planning Committee: Chinese takeaway illumination problems
 Emergency Planning meeting: Cllr Carver and Cllr Falat, learning exercise regarding the flooding, it was noted that Sentinel was absent.
- 95. Items for the next agenda:** First draft of the budget.
- 96. To note significant correspondence received since last meeting:** Discussed the correspondence. **Action Cllr Falat** to reply to the resident on item 7 in the Correspondence list.
- 97. To note the date of next Council Meeting and Committee Meetings:** Planning Committee 30th September 3pm and 21st October 6pm, Finance Committee 3rd October 6pm Events and Tourism 7th October 4pm, and Full Council 21st October 2019, 7pm.
- 98 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:**

There being no more business to discuss, the meeting closed at 9 pm

Minutes approved on21st October..... 2019

Signed Parish Council Chair