



## Oulton Broad Parish Council

### Full Council Meeting

Monday 15<sup>th</sup> November 7pm

Held in the Pavilion

### MINUTES

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

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

**Public in attendance:** 1 member of FoNEP District Councillor Gee

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

#### **87. 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.

**88. To receive and consider acceptance of apologies for absence:** Cllr B Keller apologies were accepted. No other apologies were recorded.

#### **89. Declarations of Interests and dispensations**

No declarations were recorded at this meeting.

**90. Minutes:** The minutes of 20<sup>th</sup> September 2021 were approved as being an accurate record. With one slight amendment, item 67 should read Tingedene has been discussed and would like an internal and external enquiry, which was noted, and approved. Proposed by Cllr Falat and seconded by Cllr Pullen.

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

- 69 Cllr Ashdown to sort out outstanding car passes for FoNEP. Clerk will now look into this.
- 77 Cllr Ashdown to discuss the cleaning of the windows with the cleaning company. The Cleaning Company will not clean the windows due to health and safety issues with the height of the windows.
- 84 Clerk to ask Norse to collect and keep the SID until it is installed. This has been done.

**92. Chairman's Report:** The Chairman reported a good turn out for Remembrance Day. We are looking to recruit someone for the part time Admin Assistant post. The aspiration is to have this person set up by the New Year.

#### **93. 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 reported that they have had meetings with Kingsley Health Care Development regarding the property in Gorleston Road. The application is up again for planning. After some discussion the car parking will now be at the back of the property. The residents seem to be happy with this. Third River Crossing still going well.

TingDene have purchased another site at Burgh St Peter.

**94. To receive an update from FoNEP:** Volunteers have clocked up 612 hours which equates to £9,446 for the months of May to October. Perhaps the Council should challenge Norse for the lack of a gardener. The Chairman expressed thanks to all of FoNEPs hard work. The Council has had a meeting with Norse and have decided to go for a gardener, not a horticulturalist. District Cllr Robinson, has agreed to fund the glazing in the greenhouse with poly carbonate sheeting.

**95. To receive an update of the move from FoNEP workshop:** Work to remove the asbestos will be starting week commencing 29<sup>th</sup> November 2021. FoNEP to move out before then and place their items in the changing room area of the Pavilion.

**96. To receive an update on the Gateway to the Broads 5 year plan:** Action Clerk to arrange a meeting with FoNEP one Thursday before Christmas.

**97. To receive an update on the Speed Indicator Device installation and agree action for a second location:** After some discussion it was agreed to look at 250 Normanston area.

**98. To receive the draft budget for 2022-2023:** The budget is working draft. Need a firm income on outstanding matters. Banksy will cost us close to £7,000 for the viewing platform. Trying to keep the target under 4% this year.

**99. To receive an update on the migration of the OBPC emails:** The migration has been tested by the Clerk and is working fine. Please migrate your emails as soon as possible. The information on how to do this is in your meeting packs.

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

IHT	extra two cameras	£41.76
B Keller	Travel expenses	£13.50
Dessol	Email 576.00, Doman 12.50, Docmonster 265	£1,024.20
IHT	Main contract (DD)	£247.88
Seletarsigns	4 x signs	£576.00
		<b>£1,903.34</b>
Daisy	Termination of contract	£343.25

The termination of the Daisy contract was discussed. It seems impossible for this amount to be charged. **Action Clerk** to look into these charges.

Payments totalling £1,903.34 were approved for payment. Proposed by Cllr Page and seconded by Cllr Cannon. **ALL AGREED**

There was also an agreement to pay the settlement charges for Daisy as and when the time comes, £343.25, Proposed by Cllr Page and seconded by Cllr S Keller. **ALL AGREED**

**101. To note the reconciliations of the bank statements outstanding this financial year:** Reconciliations have been completed up to September 2021.

**102. To receive an update Smiths Walk playground problems with the matting:** The problems with the matting from Caloo has been tidied up. Should be Ok now.

**103. To update Councillors on any meetings relating to Parish since last meeting:** The BA Motorboat Safety meeting has now been rescheduled to 29<sup>th</sup> November, from March 2022.

**104. To discuss any health and safety issues relating to the Parish:** None this month.

**105. To agree next year's Full Council and committee meeting dates:** All agreed.

**106. To discuss and agree the closure of the office over Christmas period:** The Clerk would like to take 24<sup>th</sup> December to 4<sup>th</sup> January 2022 as holiday where the office will be closed. This was agreed.

107. To discuss the free issue of trees: We are having requests for memorial trees in the Park. The Clerk would also like to take advantage of the 'free trees' schemes that are about for other areas of the parish.

**108. Items for the next Agenda:** Approval of the Budget

**To note date of next Council Meeting and Committee Meetings:** Planning 6<sup>th</sup> December 4pm, 20<sup>th</sup> December 6pm, Finance Committee 1<sup>st</sup> December 6pm, Full Council 20<sup>th</sup> December 7pm. NEP Trust, Events and Tourism virtual meetings TBC.

**109. 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:

No more business was discussed. Meeting closed 9.15pm

Minutes approved on ..... 2021

Signed ..... Parish Council Chair