



Oulton Broad Parish Council

Meeting

Monday 20th September 7pm

Held in the Pavilion

MINUTES

Present: Councillors Christine Ashdown, Jean Bragg, Tracey Cannon, Paul Carver, Benvenuto Falat, Brian Keller, Sandie Keller and Andrew Page.

Also, in attendance: Tina Page (Clerk)

Public in attendance: 2 members of FoNEP and 2 members of the public, PC Bodmer, District Councillor Robinson, were in attendance.

59. Welcome: The Chairman welcomed everyone to the meeting

60. 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.

61. To welcome the new Councillor to the Parish Council: After signing the Declaration of Acceptance of Office, the Chairman welcome Cllr Taylor to the Council.

62. To receive and consider acceptance of apologies for absence: Apologies for Cllr Cuss and Cllr Pullen were recorded.

63. Declarations of Interests and dispensations

Cllr Falat is a trustee for OBWSC, this declaration will be taken as read for future reference.

64. Minutes: The minutes for the meeting for 19th July 2021, were approved as being an accurate record. Propose by Cllr B Keller and seconded by Cllr Carver.

**6 AGREED
3 ABSTAINED**

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

- None, some in the closed section

66. Chairman's Report: Cllr S Keller gave an update on the Banksy and the work to preserve it.

67. Public Forum and Public Service Reports:

District Cllr Gee sent her apologies but reported that she is still looking into the problems with the Sanyo Site.

District Cllr Robinson has sent over his monthly reports as usual. August is very quiet for SCC. The S I D has been received. The paperwork that the Clerk provided has been lost or was not complete. **Action Clerk** to complete and send the forms again. There has been some complaints over boy races in Oulton and Oulton Broad, Peter Aldous is looking into this. There needs to be some form of speed safety camera team at night.

Cllr Falat reported that the development at TingDene has been discussed and there is an internal and external enquiry.

68. To receive a report from PC Claire Bodmer: There has been a lot of work done over the 7 – 8 months regarding the ASB in the park. During May 20 – Feb 21 there were 130 calls for the park and ASB. PC Bodmer put a plan in place with regular monthly meetings, the locking of the gates and our security guards, there were 4 ASB calls reported this year. The gates being locked has stopped the teens congregating in the park through the night, as they do not like walking too far to get out! The gates will be closed to 5th November, and then we may reintroduce this next year. It was noted that closing the gates up at night has cost the Trust money to re-open them! There is a lot of work being done in the background, some with Trading Standards as there are some selling to underage. Work has been done with schools and schools liaison officers. There are no county line problems here!

69. To receive an update from FoNEP: FoNEP have requested an area to store and dry out the lavender. Thank you to Keith Robinson for the donation of the greenhouse, it was confirmed by the Council that planning should not be needed for the greenhouse. Buying of the Poppy wreath was RESOLVED for higher costing than last year. It was noted with some concern that they are still operating from their workshop. There are two people have problems with car park passes. FoNEP thought that they should not have to organise their own car park passes. **Action Cllr Ashdown** to sort out new car passes for them.

The Park is desperate for a full time Gardener. The issues with the Landspring drain was discussed. Environment Agency has noted that there will be no boat returning for the Banksy graffiti and there will be no dredging of the landspring drain. University of Birmingham may be coming down to survey the whole of the landspring drain and report back to the university. Although it is a flood defence is it apparently classified as a main river. Cllr S Keller has worked for years trying to get these resolved, she is making good progress. EA have checked the flow of the water, and this is OK.

There is no news about the Green Flag for 2020, it appears to have got lost.

70. To discuss the issues relating to Kesgrave Drive: The two members of the public expressed their concerns over the youths in the play area. They have been leaving broken glass bottles, smeared dog poo on the play equipment. CCTV was discussed and considered that private individuals would not be able to point CCTV to the play area as they did not own the land or equipment. If they have problems in the future to dial 999 and report to the anti-social behaviour unit. PC Bodmer reiterated that you should make the call and do not confront these people. There was an agreement for Norse to increase the cleaning of the play area per week.

71. To set up a working party for the Gateway to the Broads 5 year plan: The Clerk reported that the first draft will be ready soon for review. We need to have a meeting on a Thursday to discuss with FoNEP.

72. To discuss the ongoing support for the new website £160 per year or £25 per hour: It was noted that there is a lot of work still to be done with the website. Cllr Page thought it needed totally going through. It was considered a good idea for the assistant to have the website training. Proposed to agree the £160 per year, by Cllr Ashdown and seconded by Cllr Carver.

ALL AGREED

73. To discuss the migration of the OBPC emails and agree a way forward: Dessol, has all the email accounts passwords, apart from Cllr Ashdown, please email Cllr Page with the details.

74. To discuss the purchase of 3 dog bins throughout the parish: The bins are needed in Kesgrave Drive open space, Sands Lane, and Hall Road. These were agreed. Proposed by Cllr Page and seconded by Cllr Ashdown. **Action Clerk** to provide the information to Norse.

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

IHT	2 CCTV Cameras	£41.76
FoNEP	Grant (to be approved)	£200.00
Norse	Partnership Agreement	£7,932.00
Effective Imaging	spacer bars to Banksy	£420.00
		£8,593.76

Payments totally £8593.76 were approved. Proposed by Cllr B Keller and seconded by Cllr Carver.

8 AGREED
1 ABSTAINED

76. To note the reconciliations of the bank statements outstanding this financial year: Completed.

77. To discuss the Cleaning Services: The services are part of a contract; therefore, the cleaning company will supply the materials. There was a request that they clean the windows outside and inside the Pavilion, which was part of the original request. **Action Cllr Ashdown** to discuss this with them.

78. To receive an update Smiths Walk playground: The goal posts that were not Parish Councils property have been vandalised and smashed. The Police are looking into who done this, as there was someone recording them on their phone.

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

Events and Tourism: There is going to be a meeting with Coffee Rush, to discuss additional events, car show, cycle race. We need to have a meeting with the people from the events this year, to discuss next year.

Finance: Cllrs Page, Cannon and the Clerk will be meeting for the first budget meeting.

Planning: Planning is still going well.

Personnel No Personnel meeting.

Other meetings: Cllr Falat attended the place board meeting. LTC were publishing their plans for the Town Hall, there is an area in the building for a museum.

The Pump Out facility – boats must use the pump out facility that goes into a container before taking away. There is an issue of where this facility will be moored. Cllr Falat will be bringing this up at the Yacht Station meeting.

80. To receive an update on the events that are happening in the park: The Fundraising quiz night is booked for 8th October; we need more teams and we need volunteers please. There will be no wine, just cheese and biscuits. The tables are tables of 6 or less. Cllr Cannon has volunteered to help.

OBAC will be setting up their art display on 23rd September.

81. To review and agree the policies for OBPC (document sent separately): The list of policies with the policies were uploaded on to the Councils DocMonster:

Policy/Protocol	Review Date
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CCTV Policy	Sept 2021
Code of Conduct	Sept 2021
Complaints Procedure	Sept 2021
Co-option Policy	Sept 2021
Data Retention Policy	Sept 2021
Equality and Diversity Policy	Sept 2021
Financial Regulations	Sept 2021
FOI Publication Scheme	Sept 2021
GDPR	Sept 2021
Grant Application Form	Sept 2021
Grant Awarding Policy	Sept 2021
Grant Guidance notes	Sept 2021
Grievance Policy	Sept 2021
Health and Safety Policy	Sept 2021
Information Incident Policy	Sept 2021
Internal Control Statement and Policy	Sept 2021
Investment Policy	Sept 2021
Lone Working	Sept 2021
Media Policy	Sept 2021
Member Officer Protocol	Sept 2021
New Councillor Privacy Statement	Sept 2021
Operation London Bridge	Sept 2021
Privacy Statement	Sept 2021
Protocol for reporting at meetings	Sept 2021
Public Participation Protocol	Sept 2021
Reserves Policy	Sept 2021
Risk Assessment and Management Policy	Sept 2021
Safeguarding Policy	Sept 2021
Standing Orders	Sept 2021
Training and Development Policy	Sept 2021

All the above were approved. Proposed by Cllr Ashdown and seconded by Cllr Carver.

ALL AGREED

82. To discuss moving NEP Trust, further away from OBPC, i.e. New logo and new website: Whilst it was noted that the Trust needs to move further away from OBPC. The Chairman of the Finance Committee stated that there was no money in the budget for this. The new Assistant apparently will be going through the whole website and will be improving it! However, it was noted that the Clerk was not totally happy with this.

83. To discuss the cost of 'Visit the Broads' subscription: After some discussion it was thought a good idea to go ahead with the subscription and support the organisation 'Visit the Broads'. This will benefit the wider area. Proposed by Cllr Ashdown and seconded by Cllr S Keller.

**8 AGREED
1 ABSTAINED**

84. Items for the next Agenda: The Clerk thought it a good idea to start having health and safety item on the agenda. It has been noted that there was an issue with the Powerboats at one evening event, where a powerboat flipped. An incident with a child playing on the adult gym and breaking their arm. It was agreed that we would put a sign up saying 'Only suitable for Adults, height etc'. A family has expressed their concern over some trip hazards on the matting in the play area, especially the younger section. There is also a complaint about the matting still at Smiths Walk.

To note date of next Council Meeting and Committee Meetings: Planning 7th October 4pm, 18th October 6pm, Finance Committee 6th October 6pm, Full Council 18th October 7pm. NEP Trust, Events and Tourism virtual meetings TBC.

District Cllr Robinson would like the SID machine moved out of his garage as soon as possible.
Action Clerk to ask Norse to store it for a while.

85. 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:
After the public had left, it was decided due to the length of the meeting so far, that we would close the meeting here. The assets that needed to be discussed can be discussed at another meeting.

No more business was discussed. Meeting closed 9.15pm

Minutes approved on 2021

Signed Parish Council Chair