Oulton Broad Parish Council
Full Council Meeting
Monday 19th February 7:00pm
MINUTES

Present: Councillors Christine Ashdown, Paul Carver, Russell Cooper, Benvenuto Falat (Chair), Sandie Keller, John McNamara, and Roger Woodard.
Also, in attendance: Tina Page (Clerk)
Public in attendance: 4 members of the public were in attendance. [including 3 from FoNEP]

191. Welcome - The Chair opened the meeting, thanked everyone for attending.

192. 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.


194. Declarations of Interests and Dispensations
194.1 Declarations of Disclosable Pecuniary and Non-Pecuniary interests.
None.
194.2 Receipt of written interest.
None.
194.3 Dispensations granted.
None

195. Minutes
195.1 To consider the accuracy and approve the minutes of the full council meeting of 22nd January 2018. Due to the sensitivity of the minutes, discussion will be held and voted on, at close of public session.
195.2 To note actions taken from last meeting, which are not detailed on this agenda.
139 (public forum) Cllr Falat reported that the suggestion of CCTV still needs to be discussed with WDC. Cllr Falat attended a meeting hosted by Lowestoft Town Council, regarding the running of the CCTV. One CCTV in Oulton Broad has been taken over by LTC, the other one not transferred over. OBPC does not know who supports the other one. Lowestoft Town Council may come back to OBPC requesting a contribution for the camera.
153. To discuss the lighting in NEP. Norse has now provided details and costings, however it was agreed to attempt to obtain two more quotes, as per financial regulations.
167. Locking gates at night. Norse has suggested a combination lock and chain welded to the gate. Norse is looking at the cleaning services to lock and unlock the gates.
168. To discuss and agree any action with reference to Cllr Woodard’s email regarding the situation of whether we have powers at a Council to help with ‘neighbours’ trees causing problems, for example possible structural damage – This was closed by Cllr Woodard.
173. The replacement flag pole – This has been erected, although there appears to be a considerable amount of water inside the pole. **Action Clerk** – to report this to Norse.

### 196. Chairman's Report
Cllr Falat provided the councillors with his report and read out some of the following:

- Update on meeting with B Mew 3/1/18
- FoNEP resume of January meeting 9/1/18
- Update on the Lowestoft Lions meeting 15/1/18
- Update on the Sentinel meeting 17/1/18
- Update on the LOBMBC meeting 18/1/18
- Visit the BA Planning application site at Carlton Marshes 19/1/18
- Update on the BA Motor Boat Racing 22/1/18
- Update on the Zurich Seminar 25/1/18. Zurich need to receive valuations on all the assets for the next insurance quote, as the current cover only covers 12 assets. Cllr Falat has valued all the assets that need to be insured. He passed the valuations to the councillors for consideration. The Council agreed for Cllr Falat to send his figures off to Zurich.
- Update on the PKF Littlejohn meeting 30/1/18
- Update on the attending the Bowls AGM 17/1/18. Cllr Falat had the opportunity to speak at the Bowls AGM and discuss the future plans for The Pavilion, the conservatory and the store room. Cllr Falat explained that the income from the bowls is £2,500 and the expenditure is £20,000, therefore, this is public money we are spending. The Bowls AGM turned down the conservatory and expressed the need for 5 months uninterrupted use of The Pavilion. Cllr Woodard would like to see the complete documentation of the history, on The Pavilion. Cllr Ashdown expressed a concern that no one should attend a meeting without trying to ensure another person there to support, this was agreed. There was a discussion on the need to have a survey on the wishes of the local residents. It was an agreed to take notion of a survey for the community to the Events and Tourism working group for discussion. **Action Clerk** to add to the ETG. **Action Clerk** to look into putting articles in the Lowestoft Journal.

### 197. Public Forum and Public Service Reports
Convened at 8.08pm and reconvened at 8.11pm. FoNEP has asked who are in charge for the Station's planters. **Action Clerk** to try and source who is working on these.

### 198. To discuss and agree the Events and Tourism working group findings.
198.1 To agree to use Facebook for advertising of events. This was proposed my Cllr McNamara and seconded by Cllr Keller. Cllr McNamara to lead on this **ALL AGREED**

### 199. Finance
199.1 To discuss the outstanding issues from the Finance Committee meeting. Revised costings for the noticeboards (Cllr Keller to chase SCC for Beccles Road) (Cllr Page to report on the position of the noticeboard that has been paid). Cllr Keller is still looking into this. The noticeboard purchased, will be delivered within the next two weeks, Norse are ready to install this.

199.2 To discuss and agree the following expenditure items that were not agreed through the Finance Committee, see attached list of expenses.

<table>
<thead>
<tr>
<th>BACS</th>
<th>45IN-003219</th>
<th>Annual Charges for Play area</th>
<th>£6,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waveney Norse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tina Page salary</td>
<td></td>
<td>February</td>
<td>£1,384.70</td>
</tr>
<tr>
<td>Tina Page expenses</td>
<td></td>
<td>Yellow book and risk training</td>
<td>£114.40</td>
</tr>
<tr>
<td>Salc</td>
<td>20073</td>
<td>Councillor training</td>
<td>£132.00</td>
</tr>
</tbody>
</table>

**£7,631.10**
DIRECT DEBIT
Nest Pension  Feb-18  ER 14.02 EE 11.22  £25.24

TOTAL  £7,656.34

It was agreed that the regular payments for the salary and NEST need not be agreed every month, review only when there are changes.
Expenditure proposed by Cllr Ashdown and seconded by Cllr Keller.  ALL AGREED

200. To receive an update on the Committee meetings held this month. The Finance Committee is looking to change the bank account to a more user-friendly Barclays, they also have a Savings Account. Proposed by Cllr Cooper and seconded by Cllr Keller  ALL AGREED
Action Clerk to complete the mandates for the bank. Accounts to start from the 1st April 2018.

201. To receive an update on the other meetings attended and agree any necessary action.
   201.1 To agree the costing for the avenue lighting from Norse. This was discussed in 153.
   201.2 To agree the costing for the Festoon lights, replace a column and agree any action. The costings have been received, however it was agreed to try to obtain two more quotes, as per financial regulations. Action Clerk, to ask Norse to re-quote for the replacement string and for LED lighting. Action Clerk, to provide additional quotes for items 201.1 and 201.2

202. To note the total income and expenditure to date. The Council has not received figures from WDC since Brian Mew left. The Clerk provided the following information:
Receipts, £212,023.97, (although £22,675.00 will need to be repaid back to WDC), Payments £18,846.80, giving a bank balance of £193,177.17 at 19th February 2018.
This was noted.

203. To review the Risk Assessment and Management Policy adopted in May 2017. It was clear by the mistakes in the policy that this had not been truly adopted in May. Cllr Woodard stated that this had been parachuted in and it was out of order doing so, he would not feel competent to sign this off. It was suggested that the work be done by outside companies. Action Cllr Falat and the Clerk to obtain quotes for the work. Pass to Finance Committee for agreement.

204. To agree the format for the Annual Parish Meeting to be held on 16th April 2018 and agree any action. After some discussion it was agreed to invite local groups to do a little presentation. The meeting will commence at 5.30pm – 7.00pm, half hour for refreshments. Then start the full council meeting a little later than usual at 7.30pm. Action Cllr Ashdown to provide a list of people to invite.

205. To note significant correspondence received since last meeting. This was noted.


207. Items to be included in the next agenda. None.

208. 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:
   208.1 To receive an update on the Assets. The Council now has received the Asset Register and Lease Agreements. There is a lot of detail. Cllr Falat and the Clerk have spent a lot of hours in coming to terms with it all.
   Water Sports Trust, lease states to charge £750.00 on a sliding scale, but nothing has been invoiced since 2014.
   Waveney Sailiability, no rent charged since 2013.
It was agreed that the RFO would deal with the invoicing of the rent and at the moment concentrate on the Non NEP Trust. Lease Back arrangements to be finalised. Pets Corner and the Leisure Centre issues are still not being resolved in a timely manner. There was a lengthy discussion on the support we are getting, Section 113, and the services of a lawyer. Due to the issues with the Assets, it was proposed to move this forward in Kelly’s absence. **Action Cllr Falat** to speak to Nick Khan.

208.2 Due to the resignation of B Mew, to agree to appoint the current Clerk as the RFO. The Clerk’s job description states Clerk and Responsible Finance Officer. Cllr Falat proposed to appoint the Clerk (Tina Page) as the RFO and back date it to January 2018. Seconded by Cllr Keller. **ALL AGREED**

208.3 To receive an update on the payroll services and agree the changes in payroll services from 1st April 2018. OBPC have been unhappy with payroll services provided by SALC. Cllr Cooper has offered his services to run the payroll and all necessary services free of charge. The payroll services will be under the control of Bemment Cooper. **Action Cllr Cooper** to write to SALC informing them of the decision and requesting P11 etc information. **Action Cllr Ashdown** to sign the letter. **ALL AGREED**

208.4 To ratify the decision made by the Finance Committee to move the services from SALC to Norfolk PTS starting 1st April 2018. SALC would be charging £1,300 per year, Norfolk Parish Training and Support, cap their charges at £500. This was proposed by Cllr Falat and seconded by Cllr Keller. **ALL AGREED**

195.1 To consider the accuracy and approve the minutes of the full council meeting of 22nd January 2018. The section 190.3, that has excluded the public, where the discussion about the Clerk’s holiday pay, hours and pensions, who proposed, seconded and the vote were amended to be accurate. Proposed by Cllr Ashdown and seconded by Cllr McNamara **5 AGREED**

**There being no more business to discuss**

Meeting closed 9.48pm

Minutes approved on …………………………………………………………….. 2018

Signed …………………………………………………………. Parish Council Chair