

OULTON PARISH COUNCIL

MINUTES OF MEETING - 17th June 2025

At the meeting of the Oulton Parish Council held at the Old Congregational Chapel Oulton on Tuesday 17 June 2025 the following members were present:

Mrs S Mather (chair)

Ms Alison Shaw Mr P Killingback (Minute Taker) Mr Greg Peck, Mrs Wendy Murphy (Clerk)

1. **Apologies.**

In view of serious illness the Parish Council agreed a dispensation for Mr Nash to remain on the Council. Proposed by S Mather, seconded by A Shaw.

2. **To receive members' declarations of interest in agenda items and requests for dispensation**

None.

3. **To confirm minutes of the meeting of the Parish Council held on 6th May 2025**

Signed by S Mather

4. **To receive information on matters arising not listed elsewhere on the agenda.**

(a) Clerk resignation. Mrs Murphy has tendered her resignation as Clerk to the Council for personal reasons. She is however prepared to stay in post until a replacement is found. It was agreed that the position should be advertised on the Parish Website, possibly with NALC and **members of the PC would sound out other Clerks** working in neighbouring Parishes.

(b) Mr Peck offered to distribute copies of his Written Report prepared as a District Councillor to provide information on the wider issues - specifically in relation to possible changes to a unitary authority.

5. **Finance:**

(i) To approve any accounts for payment.

M A Dungar - £50 for Auditing Services

C Baker - £240 for Defib battery (Church Farm Unit)

Fast Fencing - £1076.40 for allotment gate.

Key Loos £120 for toilet at church for Box Day.

(ii) To receive actuals against budget and balance sheets up to 31st March 2025

It was agreed to defer this item to next meeting.

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- (iii) To receive bank reconciliation up to 31st March 2025

Noted that an amount of £130 is due in respect of recent hire of marquee and tables/chairs by a parishioner.

- (iv) To formally confirm Mrs M Anderson Dugar as internal auditor 2025/2026.

Proposed by S Mather Seconded, G Peck. Unanimously Agreed.

- (v) To receive the Annual Internal Audit Report 2024-2025.

Noted comment re change of banking arrangements from Barclays not occurred. PC members agreed to defer this until a new Clerk is in place to carry this out.

Noted a review of a number of specific Policies need to be agreed by the PC.
(Clerk to add to next Agenda)

All VAT needs to be reclaimed for past 3 years. **(Clerk to action)**.

All Direct Debits on Bank Account need to be reviewed at next meeting. **(Clerk to Prepare)**

- (vi) To approve section 1 Annual Governance Statement 2024-2025

Agreed and signed at meeting.

- (vii) To approve section 2 Accounting Statements 2024-2025.

Agreed and signed at meeting. Noted that PC assets now c£28,947.

- (viii) To complete the Certificate of Exemption 2024-2025

As PC Gross Income v Expenditure below £25k, therefore exempt.

Agreed and signed at meeting.

6. To consider any planning matters

- (i) Planning applications received before 17th June 2025 and any updates

None.

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(ii) To receive Offshore wind updates.

Recent activity by Headland Archaeology on behalf of Equinor

(iii) To receive Solar Farm update.

No update from developer for Oulton site.

Cawston - Warren Woods proposal has been 'Called in' for consideration by full BDC Planning Committee by District Councillor. Appears there is an incomplete Planning Application as no cable route to Salle substation is included.

G Peck commented that Solar Farms with battery storage (like this one) cannot now be rejected on the grounds of fire safety.

(iv) Anaerobic Digester updates/screening opinion BDC 2025/1631

The Parish Council noted that the applicant has made a request to Broadland DC for a Screening Opinion. A Shaw felt that rather than the PC write to BDC setting out it's concerns the PC should contact the Highways Development Control Officer to arrange a meeting and find out their comments on the implications for access by large numbers of HGV's and the current 'temporary' passing places. **S Mather to organise meeting.**

S Mather commented that during the recent Open Day held in Itteringham the information provided (and that on-line) appeared to change during the day - possibly as a result of the strong feedback given by local attendees. That is disturbing and further confuses the residents as to what the exact implications are likely to be.

7. Allotment Gate Update.

Gate now installed.

Existing allotment tenants have agreed to give up tenancy. **Clerk to write to them** reminding them of need to clear site (shed) and confirm an end date.

8. Co-Option to PC.

A Shaw has been contacted by a Parishioner who would like to be considered for a place the PC. Clerk confirmed a form needs to be completed and then his/her attendance at the next meeting is required for a discussion with existing PC members. **Clerk to forward form to A Shaw. Ms. Shaw to arrange completion with candidate.**

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9. To note items of information / future agenda

Finance - Review Actuals v Budget.

Co-Option - Review progress.

AD Plant - Review.

10. To confirm the date of the next meeting:

WEDNESDAY 30th July 2025 (NOTE CHANGE OF DAY!)

Wendy Murphy Clerk of the Council

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