**OTLEY PARISH COUNCIL**

***DRAFT* Minutes of Parish Council Meeting held on Monday 10th March 2014**

**Present:**

Clerk: Mrs V Osborne

Chairman: Mr A Ling

Councillors: Mrs I Lincoln, Mrs J Vaughan, Mr R Ling, Mr D Hook, Mr M Liddell, Mr B Childs, Mrs S Grant &

Cllr Peter Bellfield

The meeting opened at 7.29pm.

13.107 Apologies for absence - Mrs A Lord (authorised) and WSNT Sally Chatten-Berry.

13.108 **Public Forum** – no members of the public were in attendance.

13.109 **It was resolved** the minutes of the meeting held on 20th January 2014 were an accurate record of that meeting. All in favour.

13.110 **Matters Arising** –

1. A donation of £119 to the Under 5’s for advertising postcards was agreed via email prior to the meeting. Proposed Mrs J Vaughan and seconded Mrs I Lincoln.
2. Clerk to keep updated with WSNT following their offer of contacting Highways to request renewal of zig zags outside Primary School. A response has been received from the Surgery regarding parking along Chapel Road and the Primary School is also taking action with inconsiderate drivers.
3. WSNT confirmed they will follow up any registration number they are given for lorries using Charity Lane. Clerk to inform Tony Barrett to see if ‘speedwatch’ task group would be interested in spending time in this area.
4. Points 5d and 5e (first aid and defibrillators) were discussed later in the evening under point 13.117 Community Council.
5. Mr R Ling confirmed he is arranging to attend a seminar in relation to Emergency Planning.

13.111 **Finance** –

1. **It was resolved** to authorise the following payments by cheque: £40.80 Newlands Rent to SCDC. Proposed Mrs I Lincoln and seconded Mr B Childs.
2. **It was resolved** to authorise all payments: Clerks expenses £23.50 and Clerks salary £311.84 via BACS. Proposed Mrs J Vaughan and seconded Mrs S Grant.
3. **To receive the Financial Sub-Committee report in preparation for year end** – The Committee had met to review the effectiveness of the internal audit under the framework of the Heelis & Lodge review plan. They found that the scope of the internal audit, the independence of the auditors along with the competence and the Clerk’s awareness of the responsibilities, were all satisfactory. The audit plan was approved by the council and takes account of the Council’s risks and responsibilities. The BDO audit report had been fully discussed at an earlier council meeting (2nd Sept 2013) and there had been no action required. The 2014/15 budget has been updated with the precept grant and an out-turn to date against the 2013/14 budget was circulated to all councillors and approved. The Asset Register has been updated, a copy of the risk assessment and Financial Regulations had been circulated and approved at a previous meeting (9th December) and all deemed in order. Clerk has the Standing Orders still to update.

13.112 **Planning Matters** -

1. To receive planning decisions: DC14/3745 5 Pearl Close – single storey rear extension – approved. Upyonda, Otley Bottom – to fell ash & pine – approved with condition to replant with 4no. Oak trees.
2. To consider the following planning applications: /0374 Pear Tree Farm – re-construction of former barn - No objections but with comments to remove permitted development and that it is contrary to planning policy.
3. Clerk to write to Mr M Wood MD at Hubbards congratulating them on the approved outline planning application and to ask they keep the PC informed of events, ie. Who the land is sold to and when the company will be moving out etc.
4. There was no update from the Neighbourhood Team and Martin Liddell will call sub-committee together to decide what action will be taken.

13.113 **Highways Matters** –

1. Clerk to investigate costings and position of speed camera sign along Chapel Road near the school.
2. Clerk to continue to work with Highways to investigate costings and position of red rumble strips for Chapel Road either side of primary school and also along the Cretingham Road on the approach to the village.
3. Mr D Hook is progressing the village gates and is waiting for a response from SCC before he can take any further action.

13.114 **Rights of Way** – There were no matters requiring attention.

13.115 **To receive the District & County Councillor’s report** – Cllr Peter Bellfield confirmed the council tax will not be increased this year and that SCC is implementing work to improve standards of education within schools. He was pleased to report that the Suffolk national average has improved and hopes are that this will continue with improvements to key stage2 and gcse levels top of the agenda. Reporting on behalf of SCDC Cllr Bellfield commented that the Martlesham campaign against building houses on the BT land is costing SCDC a lot of money in legal fees. Lastly, Peter confirmed that as Cedar House was now fully vacated it will be put on the market for housing. Mr A Ling thanked Cllr Bellfield for attending the planning meeting on our behalf and Cllr Bellfield confirmed that SCDC no longer informs Parish Councils when applications go before the Planning Committee at Area Meetings. Cllr Bellfield confirmed that the Planning Committee had agreed outline planning permission on the Hubbard’s site and that a portion of S106 monies and also from reducing the number of affordable homes will be assigned to Otley Under 5’s for a new pre-school building. It was noted that the submission from the Highways department regarding the entrance to site was submitted as detailed planning permission and this was approved. Therefore, the requirements are set and will not change once full planning permission of the site is sought.

13.116 **To receive the Police Report** – PC Debbie Howgeo gave her apologies but sent a report. There have been 4 reported crimes since our last meeting in the period 20/01/14 – 08/03/14 – Burglary of shed, The Green, Possession of Class B Drugs Charity Lane, Theft Charity Lane, Theft from motor vehicle, Chapel Road. In comparison Wickham Market 6, Rendlesham 11, Melton 16, Woodbridge 53 and Hollesley 5. Current police priority is to reduce speeding through Ufford village and to tackle anti-social behaviour in both Rendlesham and Wickham Market. The next community panel meeting will be held on Thursday, 7th May at Scout Hut, Otley. The SID has been deployed in the village since our last meeting. The mobile police station will visit Thursday 2nd May 8.30-9.45am in the village hall car park.

13.117 **To receive the Community Council Report** – Mrs I Lincoln had attended the meeting and reported that there was approx. £15k in reserves and that the community council were looking at re-roofing the village hall with a rubber coating. Otley Fest will continue again this year on 26th July and volunteers are required to help organise the village fete set for 12th July. There is a meeting on 23rd April where ideas are sought and volunteers willing to help are encouraged to attend. The community council is looking for 3 core people to organise the Christmas dinner dance event after Mr & Mrs M Wright and Mrs P Sunnaway stepped down this year. It was reported there will be no flower show this year but ideas are welcome to try and re-juvenate the show for the following year. New bark has now been added to the play area and the community council were happy for a defibrillator to be fixed to the village hall but the cost would need to be funded by the PC. Clerk to investigate costings. The community council thought the idea of running a first aid course for the community was an excellent idea. Clerk to ask Mrs A Lord is she is willing to organise towards the end of the year and to check if the village hall could be donated.

13.118 **Matters to be brought to the attention of the Council** –

1. It was decided to discuss potential grants towards the hire of the hall for the WSNT priority meetings as and when we are asked to supply.
2. Requests have been received by the PC for a bus shelter at Newlands. Clerk to complete relevant paperwork and investigate costings.
3. It was agreed to respond to the Local Government Boundary Commission that the PC were in support of MP Dr D Poulter’s proposal of bringing Bredfield into the proposed Grundisburgh ward. Clerk to action.
4. An email was received from Catherine Beaumont on behalf of FFY regarding funding support and it was agreed to make a donation of £100 towards the group, in line with other community grants.

13.119 **Councillor’s reports and items for future agenda** – no further matters were raised but Mrs J Vaughan made PC aware she was putting minutes on social media site. This was approved as long as they were in ‘draft’ form.

13.120 **Date of next meeting** – Monday 19th May 2014 AGM & APM 7.00pm main hall

 With no further matters to discuss the meeting closed at 20.48pm.

Signed …………………………………………………………………………………….. Date ……………………………………………