

# OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 3<sup>rd</sup> September 2012

**Present:**

Clerk: Mrs Osborne  
Chairman: Mr Smith  
Councillors: Mr R Ling, Mr B Childs, Mr G Cant, Mrs J Vaughan, Mrs I Lincoln, Mr D Hook, Mrs S Grant, Cllr P Bellfield, PC Sallyanna Chatten-Berry

The meeting opened at 7.27pm

12.25 Apologies for absence –Mr A Ling

12.26 Declarations of interest to items on agenda – Mr D Hook declared an interest to item 6b Wood Farm, Helminghm Road.

12.26 To approve minutes of meetings held on 16<sup>th</sup> July 2012 – the minutes were deemed to be an accurate record of that meeting. This was agreed by all Councillors.

12.27 **Matters arising** –

a. **Clerk**

- i. **VILLAGE GATES** – Funding confirmed via QofL Budget. Site meeting required.
  - ii. **GIBRALTAR CROSSROADS/LAYBY** – Clerk to establish ownership of farmland and verge and contact Gull Farm with regards to placement of boulders to discourage traffic using unofficial lay-by.
  - iii. **LAND ADJOINING NEWLANDS/BOUNDARY GATE** –Clerk continues to chase a formal confirmation that Otley Parish Council has fulfilled their obligations within their contract. SCDC looking into closing gate due to fly tipping.
  - iv. **LIBRARY BUS** – Clerk to enquire whether the library bus could stop in a safer position away from the T junction, whilst still maintaining convenience for residents.
  - v. **RIGHTS OF WAY** – SCDC confirm works to wooden sleeper bridge leading off Hall Lane.
  - vi. **STANDING ORDERS** – Clerk to check and make any amendments for approval by Council.
  - vii. **WILLOW TREE, SPRING PARK** – SCC have agreed to cut back mature willow tree in the Autumn.
  - viii. **FOOTPATH REPAIRS** – Clerk has reported footpath repairs required on Helmingham Road from Abend House to Birds Mere.
  - ix. **DOG BIN AND SIGN FOR NEWLANDS** – Clerk provided costings for new bin and sign.
  - x. **EROSION OF VERGE ON GIBRALTAR ROAD** – Clerk reported erosion of verge between Countryside and Pear Tree Farm.
  - xi. **DISPOSAL OF OLD VILLAGE SIGN** – Clerk confirmed that the village stores are not interested in having the old village sign. Mr A Ling to dispose.
  - xii. **LEGAL REQUIREMENTS FOR PLANNING APPLICATIONS** – Clerk waiting to hear from SALC on legal requirements for meeting in public for all planning applications.
  - xiii. **ROAD SIGN** – CHURCH ROAD – Clerk has reported for repair.
  - xiv. **POT HOLE** – at entrance of Spring Park has been reported.
  - xv. **FOOTPATH 22** – Spring Park to Hall Lane – Clerk to contact Mr T Barrett to request the removal of the metal fencing and to cut back overgrown hedging.
  - xvi. **BYWAY 66** – Green Lane – SCDC have inspected the above and although generally speaking trees and hedges adjacent to Right of Way are the responsibility of the adjoining landowner it would appear that they have done some general tidying in the past and noted for an Autumn/Winter cut.
  - xvii. **NEWLANDS** – Clerk has reported fly tipping of garden rubbish and trees between play area and pumping station and is waiting for SCDC to call back re: ownership of land re: shed outside the boundary of Newlands. Clerk to report caravan now parked on the right hand side at the rear of the close.
  - xviii. **WAR MEMORIAL** – David Ellis will check loose bricks and confirm any costs to Clerk.
- b. **Otley Traffic Group**  
There was no meeting this month.
- c. **VAS Speed Indicator/Village Gate Costings.**  
Mr D Hook kindly offered to make the village gates without charge and Holmes Construction have also kindly agreed to install the gates without charge. This will allow the full £2k QofL budget to be directed towards to VAS Speed Indicator. Mr Smith & Mr Hook will undertake a site visit along the Cretingham Road to agree on a proposed location for the village gate. The Village gate for Helmingham Road will be placed on the boundary. The Clerk read from an email received 25.7.12 from SCC regarding Contractor requirements to be

Street Works accredited and the requirements for installing the gates. Clerk to request that SCC pay for the village sign on this road as one has never been installed to date. It was agreed to have 'Otley – Please Drive Carefully'.

d. **Village sign for Otley Green**

SCC confirm that 'Otley Green' would not be a permitted sign as it is not its own village.

e. **Dog Bin and Signage for Newlands**

It was agreed that SCDC will be asked to supply and fit a 'fido' dig bin costing £195+VAT and it is to be positioned at the end of the cul-de-sac at the entrance to the pumping station.

12.28 **Finance –**

a. **To authorise cheques for signature –** payment of cheques and standing order approval agreed. Proposed by Mr B Childs and seconded by Mrs I Lincoln and authorised by all councillors.

£1,158.24 – R C Contracts (P3 Cutting)

£276.41 – Zurich Insurance

£2.28 – SALC postage costs for planning booklets

£144.00 – BDO LLP audit fees

b. **To receive and approve payments since last meeting –**

Standing Orders due for payment 1<sup>st</sup> October :

£50.00 – SARS

£50.00 – Grundisburgh News

£100.00 – Otley Baptist Church

£100.00 – St Mary's Church

£100.00 – Otley Community Council

£40.00 & £25.00 – Royal British Legion crosses and wreath – clerk to confirm to Mr Hook.

c. **To receive the financial report from the RFO including balances at bank –**

Community Account                      £ 217.47

Instant Saver Account                    £ 4865.40

d. **To receive the year end report from BDO LLP for 2011/12 –** The Annual Return Accounting Statement was presented to all Councillors by Clerk, noting the auditor's report that an appropriate risk assessment had not been minuted during the year as evidence that the Council has assessed and taken appropriate steps to manage all the risks it faces, contrary to Regulation 4(2) of the Accounts and Audit (England) Regulations 2011. It was duly accepted and approved; the risk assessment being formally minuted 14<sup>th</sup> May 2012.

12.29 **Planning Matters -**

a. **To receive planning decisions –** 34 Church Road – erection of single story side extension – approved.

b. **To consider the following planning applications –**

➤ Tithe Barn, Hall Lane – erection of side pool room extension – no objections.

➤ The Old Barn, Wood Farm, Helmingham Road – change of use of part of 1<sup>st</sup> floor barn to provide holiday accommodation – no objections (with restriction that access to be only via the showroom driveway as it has better driver visibility of the Helmingham Road).

c. **To receive an update on planning application for Anglian Timber Yard – erection of 25 houses -**

Mr Smith advised council that the application is to be heard before the Planning Sub-Committee on 12<sup>th</sup> September. Clerk to chase agenda. Mr Smith will be the PC representative at the meeting and Cllr Bellfield will also attend to object taking on board OPC and resident's comments.

12.30 **Highways**

a. Road sign request for Charity Lane as 'unsuitable for HGV's' – Clerk received email request from SCC following an accident involving HGV from Gressingham Foods; cost of which to be borne by OPC. Clerk to contact Gressingham Foods to notify and request they do not use this route. Clerk to contact Grundisburgh PC to confirm if they are prepared to fund a sign Bonds Corner/Stoney Road.

b. Clerk to contact owner of Pear Tree Farm as boundary hedge requires trimming to improve visibility.

12.31 **Rights of Way**

a. Mr R Ling has cut the land at Newlands and is willing to undertake the hedge trimming. Council agreed and thanked him for undertaking this work.

b. Overhanging branch on Donkeys Ears path needs attention. Mr B Childs will undertake the work and Mr Smith agreed to assist.

12.32 **To receive the Police Report** – PC Sallyanna Chatten Berry attended on behalf of PC Debbie Howgego. There have been 5 reported crimes since our last meeting on 16<sup>th</sup> July. 3 Burglaries, 1 theft and 1 criminal damage. In comparison Wickham Market 12, Rendlesham 5, Melton 9, Woodbridge 50. Current police priority is to increase cycle safety awareness to all road users in the Melton area, to tackle anti-social behaviour and vehicle nuisance in Rendlesham Village and to tackle anti-social behaviour and vehicle nuisance in Wickham Market. The next community panel meeting will be held on Wednesday 14<sup>th</sup> November at 7pm in Sutton Heath Welfare Centre. The mobile police station will next be at Otley on Wednesday 17<sup>th</sup> October between 1.30-3pm. Recent speed checks were carried out on Church Road/Helmingham Road/Chapel Road junction with 1 x fixed penalty notice being issued.

PC Sallyanna updated the PC on a recent Crime Reduction Event held on 22<sup>nd</sup> August in the village hall which was well attended. Advice was given to residents and children brought their bikes to be coded. The SNT are pushing the cycle safety priority and will be taking part in the Tour de Britain event early September. Members of the SNT team will be in Elmhurst Park on 6<sup>th</sup> Sept 11-7pm to code bikes and give security and safety advice.

PC Sallyanna will confirm the date and time of reports that came in for this meeting as the school break-in and oil theft is missing from this report. PC Sallyanna was excused from the meeting at 8.00pm to attend another meeting.

12.33 **To receive the District & County Councillor's report** – Cllr Bellfield was welcomed at 8.00pm.

**SCC** – Cllr Bellfield confirmed that Suffolk is pushing ahead with removing the 3-tier school system. Recent exam results would indicate that the 2-tier system produces better results and Lowestoft has shown significant improvements in stage 2 exams. Cllr Bellfield informed Council that all libraries in Suffolk are now in charitable status as are mobile and prison libraries. Lastly, Council were informed that SCC have been entertaining potential businesses from China and South Korea, particularly in the renewable energy opportunities within Suffolk and confirmed that EDF intends to pursue the building of Sizewell C.

**SCDC** – Cllr Bellfield had been informed by Mr Ridley, Head of Planning, that the Anglian Timber Yard planning application had been refused. Cllr Bellfield will check the recommendation put forward and consult with Mr Smith prior to the hearing on 12<sup>th</sup> September.

12.34 **To receive the Community Council Report** – there were no matters to report.

12.35 **Matters to be brought to the attention of the Council**

- a. **To receive an update on the Village of the Year Competition** – Otley came 5<sup>th</sup> in the County competition but there were only 12 points between the top 5 villages. The judges were particularly impressed with the close relationship between Otley College and the village, the terrific village stores and the community as a whole. The Suffolk Coastal village of the year trophy is being presented to Otley at the Village Show on Saturday 8<sup>th</sup> September at 3.00pm and Cllr Bellfield will be in attendance.
- b. **To receive information on the Suffolk SAFEKey scheme run by Suffolk Constabulary** – Mr Smith read from a leaflet to inform Council of the scheme
- c. **Mid Suffolk – Core Strategy Focussed Review** – Mr Smith read out a letter received from Mid Suffolk advising of modifications which are available for inspection on: [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)
- d. **Correspondence for information** – was available for inspection at the meeting and circulated afterwards.

12.36 **Councillors' reports and items for future agenda** – Clerk to contact SCDC regarding missing Pecuniary Interest registrations for 5 Councillors. Having spoken to Mr Wood, Mr R Ling updated the Council regarding opening up a piece of land between Swiss Farm and Peel House. Unfortunately the PC were informed the fence will not be removed to allow residents to view the paddock area as the hedge is open at the base allowing dogs to get through.

12.37 **Date of next meeting** – Monday 22<sup>nd</sup> October at 7.30pm in the Village Hall. Mr B Childs and Mr D Hook have given their apologies.

With no further matters to discuss the meeting closed at 8.47pm.