

OTLEY PARISH COUNCIL

Minutes of Annual General Meeting held on Monday 20th May 2019

Present:

Clerk: Mrs R Green
Chairman: Mrs I Lincoln (In the absence of Chairman Mr A Ling, Mrs I Lincoln as Vice Chair agreed to Chair the meeting for tonight. This was pre-arranged in advance).
Councillors: Mr D Hook, Mrs S Grant, Mr M Liddell, Mrs J Vaughan, Mrs A Lord

The meeting opened at 7:50pm.

19.014 Nomination to Chair Meeting – Mrs I Lincoln was proposed by Mrs J Vaughan and seconded by Mr D Hook

19.015 Acceptance of Office

Chairman - Mr A Ling was proposed by Mrs S Grant and seconded by Mrs A Lord. An email to Councillors prior to the meeting stated that Mr A Ling was happy to re-stand and be appointed despite his absence this evening. At the previous Parish Council Meeting Mrs I Lincoln stated she would be stepping down from the position of Vice Chair and from the Parish Council. It was resolved that Mr M Liddell would now become the new Vice Chair. Proposed by Mrs J Vaughan and seconded by Mr D Hook. All in favour.

19.016 Appointment of Officers

Otley Community Council representative -	Mr A Ling*
SALC representative -	Mr A Ling*
Responsible Finance Officer -	Mrs R Green*
Service Administrator-	Mrs R Green*
Emergency Planning Officer -	Mrs J Vaughan*

Finance Committee -	Chairman Mr A Ling, Mr M Liddell and Mrs J Vaughan*
Planning Committee -	Chairman Mr A Ling, Mr D Hook, Mrs S Grant, Mr M Liddell and Mrs J Vaughan*
Rights of Way -	Mrs S Grant*
Woodbridge SNT/Priorities Setting Meeting representative-	Mrs A Lord*
SAVID –	Appointment no longer required.
Human Resources-	Mr M Liddell, Mr A Ling*.

(* proposed on block by Mrs S Grant and seconded by Mrs J Vaughan, all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms are all within 4 years so no need to re-sign this year.

19.017 Apologies for absence – Mr A Ling, Mrs V Osborne.

19.018 Declarations of interest to items on agenda – Mr D Hook declared an interest to item 11b) Planning on the agenda .

19.019 To Co-opt a member to Council – No members to Co-opt to Council.

19.020 Public Forum – there was 1 member of the public in attendance. The member of the public questioned what was happening regarding the footpath along Helmingham Road and stated that there had been people carrying out a survey along that particular stretch of road and in the pub car park. Councillors explained that after the Suffolk Coastal Local Plan Consultation correspondence between the landowner and the Parish Council had been quiet but renewed correspondence would be happening again soon. Clerk to investigate what the survey was that had been carried out on the Helmingham Road.

19.021 Minutes of Parish Council Meeting held on 11th March 2019 – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

19.022 Matters arising -

a) Neighbourhood Plan-The Otley Neighbourhood Plan Area has been designated and the relevant documents have been published on the Council's website. The Otley Neighbourhood Area Determination and Decision can be accessed through the following link:

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/otley-neighbourhood-area/>

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Mr M Liddell spoke to Councillors and the public explain how the Neighbourhood Plan Committee had met again. The Committee aims to have a village consultation in September. It's a very long process and a lot of preparation is required before September for the village consultation to be ready. There are 7 members of the committee they are a delightful team and refreshing to have new faces on board. The Committee aim to get to together with East Suffolk and hope they will support what is being worked on. There are costs involved and grants will need to be applied for. Things like a Suffolk Wildlife Trust Survey will need to be carried out. Various quotes are currently being looked at regarding expenditure. Mrs I Lincoln thanked Mr M Liddell and the Neighbourhood Plan Committee for their work.

b) Tree issue for some residents on Church Road- Clerk explained that the Developers are planning on cutting down all trees at the back of the houses on Church Road, not just pollarding or maintaining them as requested. Councillors have requested to look at the plans again to see exactly what was agreed by the Council when the plans were approved. They will then decide if they agree to the suggestion and or whether they aim to initiate what should be planted.

c) Suffolk Coastal District Council now known as East Suffolk Council. Change occurred as of 1st April 2019. Councillors all aware.

d) Register of Interests- System has been updated and Clerk has been issued a new user name. Clerk will be in touch with Councillors once worked out what needs to be done next.

19.023 Finance –

a) **It was resolved** to authorise BACs/cheques for signature:

Village Hall Hire, January: £20.00 SALC membership: £321.48 (authorisation given by email)

Internal Audit Services: £100.00

Proposed: Mrs S Grant. Seconded: Mrs A Lord.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 52.50 (April)

Clerks Expenses: none Proposed: Mrs A Lord, seconded: Mr M Liddell.

c) **To receive the Financial Report from the RFO including balances at bank -**

Balances are as follows:

Community C/Acc **£ 502.57 CR**

Business premium Acc **£ 9,668.19 CR**

Bank Balances confirmed as correct. Clerk showed Chairman print out of balances which match. Only payment out so far is SALC membership and Village Hall Hire. The first instalment of Precept has been received which is £2,354.68.

d) Revised Complaints Procedure and Council's Employment Policies and Procedures- working progress.

e) **To receive the internal audit report** – The internal audit report was emailed to Councillors prior to the meeting but copies were available for Councillors to read through at the meeting. Clerk praised our auditor for being friendly and approachable. The report is very detailed and thorough. All aspects of the internal audit showed no issues and everything was in line with expectations of effective governance.

Bank accounts for end of year agreed with overall bank reconciliation. The Annual Governance and Accountability Return was presented and the section 'Annual Internal Audit Report 2018/19' has been signed by the internal auditor. No issues were raised by the internal audit.

It was resolved to accept the Internal Audit Report for 2018/19. Proposed: Mrs J Vaughan Seconded: Mrs S Grant. All in Favour. Mrs I Lincoln thanked the Clerk for the preparation of the accounts for the internal audit.

f) **Acceptance of year end accounts and annual governance statement** – The year end submission to the External Auditors- PK Little John LLP, incorporating the Statement of Accounts and the Annual Governance Statement was presented by Mrs R Green and discussed in full.

i) Otley Parish Council considered the findings of the review of Section 1 Annual Governance Statement. Mrs I Lincoln read the statements to councillors. **It was resolved** to approve and accept them in their present form. Proposed: Mrs J Vaughan seconded: Mrs S Grant. All in favour.

ii) The Responsible Financial Officer- Mrs R Green signed and dated Section 2 Accounting Statements 2018/19 for Otley Parish Council. It was then presented to Otley Parish Council. Councillors considered the Accounting Statements 2018/19. **It was resolved** to approve and accept this in its present form. Proposed: Mrs A Lord Seconded: Mr M Liddell Mrs I Lincoln signed Section 2 Accounting Statements following approval.

iii) The Certificate of Exemption was signed by the Clerk and Chairman. **It was resolved** that this be accepted in its present form.

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Proposed: Mrs A Lord. Seconded: Mr M Liddell. All in favour.

iv) Clerk to then send off to PK Little John LLP. There will be a 30 day 'Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return' which must include the first ten days of July. Otley Parish Council's date will begin 1st July-9th August 2019. Members of the public can contact the Clerk to see last year's books. Documents will be available on the parish council website (otley.onesuffolk.net) as part of the transparency code.

19.024 Planning –

a) To receive planning decisions:

Ref No: [DC/19/0823/FUL](#) received date: 16th March 2019

Address: **Land South of Church Farm House, Church Road, Otley, Suffolk.**

Proposal: Outline application for the erection of 7 residential dwellings and provision of an access road off Church Road Otley with all other matters reserved.

Date for submission of comments: 4th April 2019

The Parish Council submitted **objection** to this application.

Awaiting decision.

Ref No: [DC/19/0781/FUL](#) received date: 5th March 2019

Address: **The Chestnuts, Helmingham Road, Otley, Suffolk.**

Proposal: Proposed two storey front extension, proposed first floor rear extension. All associated works.

Date for submission of comments: 22nd March 2019

The Parish Council submitted **no objection** to this application.

Application Permitted 12/04/19.

Ref No: [DC/19/0549/FUL](#) received date:

Address: **1 Charity Cottages, Swilland Road, Otley, Suffolk.**

Proposal: Proposed alterations to existing vehicular access together with new drive to serve existing dwelling, including change of use from agricultural land to residential garden (de-intensification of existing access currently serving no 1 & 2 charity cottages).

Date for submission of comments: 19th March 2019.

The Parish Council submitted **no objection** to this application.

Application Permitted 03/04/19.

b) To consider the following applications: at time of writing agenda.

Ref No: [DC/19/1777/PN3](#) received date: 13th May 2019

Address: **Barn at Wood Farm, Helmingham Road, Otley, Suffolk.**

Proposal: Part 3 GPDO Prior Notification for the change of use of a barn to a dwelling.

Date for submission of comments: 29th May 2019

Ref No: [DC/19/1710/FUL](#) received date: 4th May 2019

Address: **Wood Farm, Helmingham Road, Otley, Suffolk.**

Proposal: Building operations associated with the conversion of a barn to a dwelling (application complements a parallel Class Q (a) prior approval application for the change of use).

Date for submission of comments: 23rd May 2019

19.025 Highways

a) Naming of roads on the new housing development (old Hubbards site). The names Rectory Close and Vicarage Close had been suggested by the developer but the Parish Council have the opportunity to suggest an alternative. Councillors shared thoughts through email prior to the meeting. A list of suggestions were devised then councillors were given a slip to choose two names. It was resolved to put forward the following names: St Marys View and Millers Way. Clerk to email preferred choices to Suffolk County Council and await outcome.

b) drain cover on Helmingham road has been reported again. Mrs I Lincoln informed Councillors it has been fixed.

c) Missing 30mph sign on Helmingham Road has been reported again.

d) Clerk to report road issue at far end of the village past Newlands and also the issue outside Pipes Cottage.

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19.026 Rights of Way

- a) RC Contracts to begin first grass cut end of May beginning of June, weather permitting.
- b) Missing footpath sign at the Gull has been reported.
- c) Mrs S Grant to email Clerk other missing sign details so they too can be reported.

19.027 County Councillor's Report – Cllr T Fryatt shared his report at the APM earlier.

19.028 Community Police Report – Police statistics were reported to Councillors at the Annual Parish Meeting earlier.

19.029 Speedwatch Results –no statistics to report.

19.030 Community Council Report – Report was read earlier at the APM.

19.031 Matters to be brought to the attention of the Council

- a) Donation request from member of the village- unfortunately the Parish Council is unable to donate monies to individuals. Money has to be seen to be for the benefit of a group or service being provided to a group of people. Therefore the Parish Council had to say no to donating any money.

19.032 Councillors' reports and items for future agenda

- a) Mrs A Lord asked if any progress had been made with the potential new highways signage warning of horses. Clerk said additional information had been received from the local resident answering the questions highways had queried. The matter continues to be ongoing. Update to be given at the next meeting.
- b) Thanks was given to Mrs I Lincoln for chairing tonight's meetings and also for all her contributions to the Parish Council in the last nearly 10 years of service. Mrs I Lincoln was presented with a rose plant. Clerk will also deliver flowers to Mrs V Osborne as thanks for her service to the Parish Council.

19.033 Date of next meeting – Monday 8th July at 7.30pm in the Village Hall, back room.

With no further matters to discuss the meeting closed at 9:05pm

Signed Dated