**OTLEY PARISH COUNCIL**

**DRAFT Minutes of Parish Council Meeting held on Monday 12th December 2016**

**Present**:

Clerk: Mrs R Green

Chair: Mr A Ling

Councillors: Mrs I Lincoln, Mr R Ling, Mr M Liddell, Mrs J Vaughan, Mrs A Lord, Mr T Fryatt

The meeting opened at 7.30pm.

**16.081 Apologies for absence** – Mr D Hook, Mrs S Grant.

**16.082 Declarations of interest to items on agenda** – item 6a on agenda: Mr M Liddell & Mrs I Lincoln are part of the Preservation Trust.

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

**16.084 Minutes of meeting held on 17th October 2016** – it was resolved that the minutes of the meeting circulated to all members, be signed as a correct record. All in favour.

**16.085 Matters arising –**

a) Clerk has passed on her details and received acknowledgement. Clerk to obtain further details in the New Year so next steps can be taken.

b) Mr R Ling will write a letter to accompany the Emergency Planning Leaflet. R Ling to email final copy of leaflet to clerk. Clerk can then distribute to agreed places.

c) Clerk to contact potential replacement for Councillor P Whiffing. Register of Interest has been adjusted online to trigger paperwork at SCDC for position to be filled. Clerk to organise signing of cards and flowers for Mr P Whiffing and his wife Mrs S Whiffing as recognition for her contribution as Village Recorder. This position is also vacant. Clerk to look into potential replacement.

**16.086 Finance** –

 a) **It was resolved** to authorise cheques for signature and bank transfers since the last meeting (authorisation given by email when invoices were submitted): Clerk Cover V Osborne: £35.00. CAS Insurance £232.00. CAS Website Hosting:£60.00 Data Protection ICO: £35.00 War Memorial Plants: £39.20. Royal British Legion: £75.00. St Mary’s Church Donation: £500.00. Friendship Club Donation: £300.00. Otley Players Donation: £499.08

 b) **To receive and approve payments since last meeting**: Clerks salary £223.86 (Day 3,4,5 Keeping in Touch) Clerks expenses £1.60 (stamps). Heelis & Lodge Internal Audit 2016 fee:£66.00 Proposed Mrs I Lincoln and seconded Mrs J Vaughan.

A letter has been received from Disability Advice Service, Finance Committee suggested a donation of £100 (at meeting held on 08/12/16). All in favour. Proposed: Mrs A Lord and seconded: Mrs J Vaughan.

 c) **To receive the Financial Report from the RFO included balances at bank** –

 Balances are as follows : Community C/Acc £1,958.18 CR

 Business Premium A/C £8,454.28 CR

 A copy of the account reconciliation was handed out to each councillor who was not at the Finance Committee meeting. Clerk will email absent Councillors.

d) Finance Committee meeting was held on 08/12/16. Draft budget was considered and updated for following year. It was agreed to ask for £4,526.49 precept requirement which would ensure a 0% increase tax charge for households. Copy of draft budget given to councillors not at finance meeting.

 Clerk to ask for quotes from local businesses for refurbishment of notice boards and also to look into the possibility of having a notice board inside the bus shelter at Newlands.

 VAS Sign has on going costs, £1000 has been added to budget sheet.

 Mr R Ling asked if P3 money would still be coming. Clerk has received nothing to say there’s any change.

 **It was resolved** that the budget was approved. Proposed: Mr R Ling and seconded Mrs J Vaughan.

 **It was resolved** to increase Clerk’s salary to SCP 16 £9.054. Proposed: Mrs J Vaughan and seconded: Mr M Liddell.

 e) Mr A Ling asked Cllr Tony Fryatt for clarification on the external audit procedure under the new regime as Clerk had received a letter stating Otley Parish Council requires to have an external auditor and information continues to be vague and unclear. Cllr Fryatt explained yes OPC will need to appoint an external auditor and an arrangement will need to be made. No payment would be required and an internal audit should be carried out as normal. Cllr Fryatt will send Clerk a contact for External Auditors.

**16.087 Planning** –

 a) **To receive planning decisions**: None

 b) **To consider the following planning applications** :

Ref No: SCC\0251\16
Address: **Otley Under Fives Centre, Otley Primary School, Chapel Road, Otley.**
Proposal: Retention of unit used by Otley Pre-School.
Parish Council to respond 21 days of the date of the letter-23rd November 2016 to Suffolk County Council.

Mrs A Lord questioned would this effect the potential new building at the school. Mr A Ling gave an assured no. This was something that occurs every five years as part of the Otley Pre-School building being within the school grounds.

Ref No: [DC/16/4900/FUL](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 26th November 2016
Address: **Ambleside, Chapel Road, Otley**Proposal: Proposed single storey rear extension and flat to roof conversion and associated works.
Date for submission of comments: 15th December 2016 (Currently with Planning Committee)

Ref No: [DC/16/4112/OUT](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 28th October 2016
Address: **Blue Barn Farm, High House Road, Otley**Proposal: Demolition of outbuildings. Construction of one self build, timber chalet development of a small farm.
Date for submission of comments: 15th November 2016
The Parish Council submitted **objection** to this application.

Since writing the Agenda a further planning application has been received:

DC/16/4970/ARM received date: 8th December 2016

Address: **Hillview, Church Road, Otley.**

Proposal: Condition No.2 (c) Hard and Soft Landscaping

Date for submission of comments: 26th December 2016

Plans were laid out for all Councillors to observe. Mrs J Vaughan & Mrs I Lincoln are going to study plans in more detail to check proposals for planting. Councillors to email any further comments to clerk.

 c) Concern had been raised by residents over posts that have appeared in the field next to Hubbards development therefore questioning exactly where the boundary line is. Clerk to check maintenance agreement on landscaping of area.

**16.088Highways -**

 a) UK Power Network have removed the redundant telegraph pole on Chapel Road. A great improvement for users of the footpath. Thanks has been given to Mr M Chisholm who helped to improve the situation.

 b) Hedge along Helmingham Road has been cut and the hedge along Ipswich Road. Letter of thanks has been sent to Alexander family.

 c) Clerk has contacted Highways regards Footpath along Helmingham Road from Ipswich Road to White Hart Pub. Clerk read response from Tony Buckingham who explained SCC lost funding for construction of new footways about 6 years ago. The engineer of that time has also since left and no records can be found of potential works. He has offered to place Otley on the new system and take it from there. Mrs J Vaughan suggested there may be records in the Parish Council files particularly around the time when the footpath towards the Church was established. Clerk to check. Cllr Robin Vickery may be worth contacting to help.

 d) It had been bought to the attention of Councillors that there appears to be a significant amount of mud on the road along Hall Lane. Mr A Ling to action.

**16.089** **Rights of Way** –

 a) Broken sleeper bridge at junction of footpaths 52,54,55,69 is on the system to be fixed. Clerk received phone call saying it will be sorted in the near future.

 b) Sleeper bridge on footpath behind doctors surgery which requires chicken wire for safety has been reported and should have been fixed on 09/12/16. Clerk to check and chase if not done.

**16.090 District Councillor’s Report** -

Cllr Tony Fryatt spoke to Councillors about recent changes and developments.

The Council has now moved into their new premises with a very modern way of working.

Local Plan- almost agreed from 2013, results are currently being analysed. 12 Councillors are working together. Tony will come and see Otley again in the new year with further information.

Devloution-All came to nothing and now pushing for just Suffolk.

Adastral Park- The company CEG are being encouraged to talk to people of Waldringfield and Martlesham regards new housing development. All looking very positive at the moment.

Sizewell C- Stage 2 proposal currently happening. A meeting was held on 6th December and a report to be available in the near future. Effects on Otley minimal. B1078 could receive extra traffic if park and ride goes ahead at Wickham Market.

Cllr Fryatt reminded Councillors he has the money for Otley Primary School for the cycle shed. Mrs J Vaughan to check with school.

Cllr Fryatt asked how the save the phone box campaign had gone. Petition has been submitted and awaiting a response. Clerk to chase and gain an update.

Mr A Ling thanked Cllr Fryatt for his time and contributions. Cllr Fryatt left at 8:27pm.

**16.091 To receive the Community Police Report** –Clerk had obtained some information from website regarding crime in the area. There had been one burglary in October, on or near Newlands. Additional crime referred to Clopton.

**16.092 WSNT Priorities Setting Meeting Updates/Speedwatch results** –

a) Mrs S Grant sent a report in her absence from the Woodbridge & District ASB tasking meeting held on 24/11/16.An Arrest has been made in conncetion with the burglaries of large and small isolated properties in the area. Lack of PCSOs across the area is causing great problems. A recruitment drive has started to employ new staff. Isolated areas around the county are being used for legal and illegal drug use and selling of the same. Please be aware and either report to me (Mrs S Grant) or call Martlesham Police headquarters, especially if debris from drugs is found. Oil thefts especially small amounts stored in drums is on the up in this area. Especially from farms, during daylight hours. Thefts from cars on drive ways during evening/early mornings in this area. Small amounts taken, but lots of mess made in the process. Take everything inside at night from your cars.

b) Clerk has received an email from Clerk at Westerfield who are main organsiers of the Speedwatch equipment shared between villages. Payment is required to cover outstanding ongoing costs. They request £50 to cover 2016-17 and another £50 for 2017-18. Councillors request Clerk asks for account costings for our records and to encourage transparency. It was resolved to make payment. Proposed: Mrs I Lincoln. Seconded:Mrs J Vaughan.

c) Tony Barrett sent a brief report stating light and rain stopped sessions in November. Monitoring has been stopped for December and January. The plan is to start again in February.

**16.093 Community council Report** – Firework evening took place on Saturday 5th November. £20 profit made. Additional costing included training of those setting off fireworks. Dinner Dance on 10th December was a success. Fete for 2017 will be on 1st July. Strip lighting in the hall looking to be replaced. The bar area continues to be refurbished. Floor covering in back room planned to be done. Scout hut is also in process of being refurbished. Community Council have £16,000 in funds.

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

a) Letter read out from Church thanking Parish Council for annual donation.

b) Winter Gritting Team in process of being organised again. Clerk unable to gain a definitive answer from SCC regards insurance so Clerk asking all volunteers to resign paperwork to ensure PC are seen to be following Winter Gritting Guidelines. It was resolved to offer volunteers a spade. Clerk to look into this.

c) Letter regards External Audit- discussed earlier in meeting see 16.086 e).

d) Next years Parish Council meeting dates are on the website.

**16.095 Councillors reports and items for future agenda** –

a) 20mph signs that were put up around the village require removing as looking damaged and tatty.

**16.096 Date of next meeting** – Monday 16th January 2017 at 7.30pm Otley Village Hall

With no further matters to discuss the meeting closed at 8:50pm.

Signed ……………………………………………………………………………….. Dated ………………………………………………..