

OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 14th January 2019

Present:

Clerk: Mrs R Green

Chairman: Mr A Ling.

Councillors: Mrs S Grant, Mr R Ling, Mr M Liddell, Mrs V Osborne, Mrs J Vaughan, Mr D Hook,

The meeting opened at 7:30pm.

18.083 Welcome & Apologies for absence – Mr A Ling wished everyone a Happy New Year. Apologies received from Mrs I Lincoln and Mrs A Lord. Cllr Tony Fryatt. Mr T Barrett.

18.084 Declarations of interest to items on agenda – None

18.085 Public Forum – There were no members of the public present.

18.086 Minutes of the Parish Council Meeting held on 19th November 2018 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

18.087 Matters arising -

a) Neighbourhood Plan-Mr M Liddell informed Councillors progress has been made. The Neighbourhood Area Designation application has been accepted and an officer is dealing with it. Posters have been created to advertise for help. A good response of interest has been shown so far. Posters to be put up on noticeboards, doctors surgery village hall and pub. Poster is also available to view on the Parish Council website and the village store facebook page. Mr M Liddell is meeting with the Otley Parish Council Committee this coming week. Mr M Liddell explained further research would be required on cost. Mrs V Osborne informed Councillors that there are grants available. All costings would need to be submitted before applying. It is important that the application clearly shows exactly what is being applied for. Grants are available up to £9,000.00 per group per 4 year plan. Money will be required to be spent within the financial year so timing of the grant application will require careful planning.

b) Suffolk Coastal Local Plan & The Future of Otley update- Mrs S Grant attended the SCDC briefing session held on 11th January 2019. Mrs S Grant reported a lot of the people in attendance were very angry and not happy with the decisions SCDC had made. Wickham Market have a neighbourhood plan and have no site allocations but Pettistree gain site allocations as the land 'butts' Wickham Market. Lots of questions were being put to SCDC. Mr A Ling thanked Mrs S Grant for attending. Otley Parish Council responded to SCDC back in December regarding the site allocation policy SCLP12.59 Land Adjacent to Swiss Farm, Otley and a response was received late December copies of which are on the parish council website. Mr A Ling praised the Parish Council for making Otley residents aware as many other villages were not made aware. Mrs S Grant showed Councillors the Representation Form. Mr A Ling asked Councillors if the Parish Council should make a further response? Mr A Ling requested Councillors respond via email if any further response is to be made so Clerk can respond by the end of February.

c) Sizewell C update- The latest document regarding Sizewell C has been made public: 'Sizewell C Stage 3 Pre-Application Consultation' 4th January-29th March 2019. Clerk has received a copy and has contacted the information office to enquire what part of the document related to Otley. Specific information was unable to be given but contact will be made to local residents by the Land registry department who previously contacted local residents to explain why. Clerk to remain in contact with the local residents to keep communication channels open. The Consultation document refers states: *B1078/B1079 east of Eastern & Otley College: changes to signage and road markings, as well as vegetation maintenance to improve visibility and safety at the junction.* Mrs V Osborne attended one of the consultation event locations and stated that at the above location there would be double white lines down the middle of the road and vegetation would be cut back. Mrs V Osborne informed Councillors of additional information relating to the consultation event. HGV's will use the A14. Workers, potentially a figure of 5,600 will use roads in the area. The consultation considers whether freight movement for materials will be rail-led or road-led. There is concern for the rail-led is more risky as to whether it will actually be completed. There will no longer be any freight on sea. Road improvements propose to by pass the A12 at Farnham and Stratford St Andrew. Diversions will be in place around Leiston Abbey which will be affected. They are proposing to close some footpaths and some would be diverted. There will be an impact on sea defences and movement of shingle on the beach. Identification of opportunities and mitigation measures have begun, including a potential Tourism Fund to support the area's tourist economy. Strategy is in place for registered accommodation for

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workers. Potentially there could be 300 additional HGV's on the roads and 5 trains per day directly to the site. The proposed site for the park and ride at Wickham Market also has additional proposals to include reducing the speed limit from 60mph to 30mph on the B1078 that crosses the A12 north east of Wickham Market. They will monitor other junctions highlighted in the plan. Mr A Ling thanked Mrs V Osborne for attending the event. Councillors are cautious about what is wished for as it potentially could have a negative impact at a later date once Sizewell C is completed. As Mrs V Osborne has attended the consultation event the Parish Council will not attend the invitation on 22nd January. Clerk to decline.

d) Commercial Vehicles and parking concerns- A letter was written to the Otley resident from the Parish Council expressing the concerns that have been raised regarding large vehicles parking at a residential address and coming and going from the address. No response has been received and therefore the information will be passed on the Council to investigate.

18.088 Finance –

a) **It was resolved** to authorise cheques for signature or BACs: Hall Hire for Sept & Nov: £55.00 (authorised via email)

Proposed: Mrs V Osborne seconded: Mr D Hook.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 157.50 (Nov/Dec)

Clerks Expenses: none

Proposed: Mrs V Osborne, seconded: Mr D Hook

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

Balances are as follows:	Community C/Acc	£ 573.15CR
	Business premium Acc	£ 8,309.41 CR

Bank Balances confirmed as correct. Clerk showed Chairman print out of balances. Clerk handed Councillors a copy of the Bank Reconciliation. Bank balances match bank print out. An additional £600.00 was transferred after last meeting to cover all the out goings. Receipts show an additional £4.08 interest. A total of £12.44 in interest has been received since start of financial year. Bank Balances reconciled at £8,882.56 Overall reconciliation was £8,817.56 as the Royal British Legion Cheque of £65.00 is yet to clear. Clerk made a 'Thank You' to Mrs V Hook who voluntarily organises the poppies and wreaths for all the organisations in the village. Mr D Hook said he would pass the thanks on. Mrs J Vaughan informed Councillors that the ladies who had delivered Christmas cards around Otley raised £50.05 for the Royal British Legion. Chairman praised and thanked those who had helped. Clerk pointed out to Councillors a letter had been received from Barclays Bank stating the branch in Aldeburgh will be closing. Although disappointing, it will not affect the running of the Council's finances.

d) Clerk prepared an updated budget sheet and presented to Councillors for approval. It was resolved to accept the Budget for 2019/20. Proposed Mrs J Vaughan. Seconded: Mr M Liddell.

e) Chairman read the figures for precept request from the letter received from SCDC. Last year precept received was £4,617.02. Chairman read figures worked out by Clerk for a 2% increase on last year as £4,709.36. This will result in a small increase on each household. **It was resolved** Otley Parish Council will request a 2% increase on the precept. Clerk to complete relevant paper work and reply by 25th January 2019. Proposed: Mr D Hook Seconded: Mrs S Grant

f) Appointment of Internal Auditor for 2018/19. It was discussed whether to stay with previous internal auditor and the ease of being able to find a suitable internal auditor should the need arise at a later date. **It was resolved** to ask Mr T Brown to be the internal auditor for this year. Clerk to contact Mr T Brown and make necessary arrangements for later in the year. Proposed: Mrs S Grant seconded: Mrs V Osborne.

g) Approval of Financial Regulations- Councillors were emailed a copy of the Financial Regulations for 2019 prior to the meeting. Councillors had the opportunity to comment but were happy with the document as it stands. Otley Parish Council continue to follow the Transparency Code 2014 which allows the Council to demonstrate greater transparency through the publication of expenditure of data. It was resolved to approve the Financial Regulations 2019. Proposed: Mrs J Vaughan seconded Mrs V Osborne.

h) It was agreed that the Standing Orders required more time to question some of the new changes and would therefore be approved at the next meeting in March. Clerk to look into queries and to then email to Councillors prior to March meeting.

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i) Register of Interests- Clerk reminded Councillors they must do their annual update of Register of Interest. Clerk to send Councillors the correct link.

18.089 Planning

a) To receive planning decisions:

Ref No: [DC/18/3820/FUL](#) received date: 24th October 2018

Address: **Fairview, Chapel Road, Otley, Suffolk.**

Proposal: Single storey extension to rear of dwelling and open porch to west elevation.
(Amendments to previous application 25/09/18).

Date for submission of comments: 6th November 2018

The Parish Council submitted no objection to this application.

Application Permitted 16/11/18

Ref No: [DC/18/4146/FUL](#) received date: 3rd November 2018

Address: **Goldsmiths Farm, Ashbocking Road, Otley, Suffolk.**

Proposal: Erection of one and half storey timber framed 3 bedroom annexe with a garage to the side connected with a catslide roof. Existing garage in a different place to be demolished. Will extend the gravel drive to connect the building to the house.

Date for submission of comments: 21st November 2018

Application Refused 30/11/18

Ref No: [DC/18/4216/OUT](#) received date: 24th October 2018

Address: **Flying Otters, Chapel Road, Otley, Suffolk.**

Proposal: Erection of detached bungalow.

Date for submission of comments: 12th November 2018

A request for an extension was accepted by SCDC planning department. The Parish Council responded by 20th November 2018. The Parish Council submitted objection to this application.

Application refused 28/11/18

b) To consider the following planning applications: none

18.090 Highways

a) New Grit Bin- up date. Clerk read the correspondence received from the driver of the car that caused the damage to the grit bin. He refuses to pay for a replacement bin. As mentioned previously SCC will not deposit grit in a heap, only in an appropriate bin. Therefore it was resolved to purchase two new grit bins. One to replace the damaged one and also one for a second location on Ipswich Road that has previously had a grit heap. Proposed: S Grant Seconded: J Vaughan Clerk to purchase and organise.

b) A Highways report has been submitted after a local resident complained to the Parish Council about the grass area on Vine Road being damaged and has created a deep hollow due to vehicles driving over the grassed area. Due to the depth the local resident said a vehicle had got stuck in it. Clerk showed a photograph to Councillors.

c) Mr R Ling brought to the attention of Councillors the pot hole on Church Road leading down the hill towards Otley Bottom. Unfortunately when Highways were last in the area they looked at it but said it wasn't deep enough yet but would be monitored.

18.091 Rights of Way

a) Footbridge at Spring Park has been reported for a rotten and collapsed plank after a resident notified the Parish Council.

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b)Footbridge at the back of the Church has been reported for having no mesh, no hand rail and mud created steps.

c)Approval of RC Calton to carry out grass cutting for 2019. It was resolved to use the grass cutting services of RC Calton. Proposed: Mrs S Grant seconded: Mr R Ling.

d) Mrs J Vaughan requested that the post for the sign at the top of the steps leading onto the Gull be reported as missing and hoped it could be fixed/replaced. Clerk to action.

18.092 County Councillor's Report –

Ward Members Report for January.

Firstly let me wish you all a very good year. As far as the District is concerned, it promises to be a very busy and eventful year. We have around 85 days before Suffolk Coastal joins up with Waveney to form the new East Suffolk District. As you will appreciate, this entails a considerable number of discussions / meetings; hence the reason for my apologies for missing your Parish Council meeting. I will be attending a "Shadow Cabinet Briefing" session.

The two major items facing Parishes are, of course, the Local Plan proposals and the launch of the Sizewell C Stage 3 Pre-Application consultations.

Local Plan

The Final Draft Local Plan was passed by the SCDC Council on the 3rd January. From 14th January until 25th February, we will take representations on the "soundness" and legal compliance of the Plan. This means that if you have any grounds for suggesting that the Plan

- Has not been positively prepared,
- Has not been fully justified,
- Cannot be effective over the plan period
- Is not consistent with national policy

then you have six weeks to submit your representations to SCDC before the Plan is submitted to a Planning Inspector appointed by the Secretary of State.

There will be a number of meetings/ drop-in sessions for Town and Parish councillors to ensure that everyone understands the process. (The first of these was held on 11th January and was well attended).

Sizewell C

EDF Energy has published the particulars of their pre-application discussions for the Sizewell C power station together with comprehensive details of the arrangements for full and effective consultations.

People can submit their views on the Stage 3 Sizewell C Consultation at:

<http://sizewell.edfenergyconsultation.info/szc-proposals/stage-3/>

There are also a series of exhibitions taking place over the next two weeks where people can find out more about the proposals: <https://www.edfenergy.com/energy/nuclear-new-build-projects/sizewell-c/proposals/stage-3>

The closing date for consultation is 29th March 2019

18.093 Community Police Report – Clerk gave Councillors an update from the police website.

148 crimes were reported in Woodbridge Neighbourhood area for November. In relation to Otley there was 1 crime on or near Hall Lane. Classified as Public Order Crime. Unable to prosecute suspect despite being identified.

1 Crime on or near Further/Higher Education Building. Classified as Violence & Sexual Offence (Common Assault, GNH & Sexual assault). Unable to prosecute suspect despite being identified.

183 crimes were reported in Woodbridge Neighbourhood area for October. In relation to Otley there was none.

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18.094 Speedwatch Results

No statistics to report at present.

18.095 Community Council Report

Mr A Ling attended the Community Council meeting on 18th December 2018 and informed Councillors of the following points raised at the meeting:

- Money outstanding on Village Hall usage.
- Fireworks takings were down on last year by £100.00. Potentially considering price increase next year and advertising food more.
- Christmas Dinner dance didn't go ahead this year but a date has been put in the diary for 30th November 2019.
- Hall Floor has been professionally cleaned.
- Projection Screen not working, looking into purchasing a new one.
- Hall clean was successful and 4 tractor loads of rubbish taken away.
- Heater for backroom has been purchased.
- No grant for the Boiler at present.
- Gents too wasting considerable amounts of water per year. An alternative way of saving money and water is being looked into.
- Pilates being held in the village hall is proving successful with 3 sessions a week being held.
- Gym club looking favourable for a new start.
- Unfortunatley FFY has closed for now due to lack of adult help.
- Next meeting Wednesday 13th February 2019.

18.096 Matters to be brought to the attention of the Council

- a) Letter received from residents living on Church Road regarding trees. Mr A Ling read the letter from a couple living on Church Road and the issues they were having regarding the trees owned by Laurence Homes that are blocking light from their rear garden. Despite trying on several occasions to solve the problem with Laurence Homes they have been unable to do so. Clerk to find out what was in the planning scheme regard tree planting and management and to then contact Laurence Homes.
- b) Letter of thanks from Baptist Chapel. Mr A Ling read the letter of thanks from the Baptist Chapel regarding the donation from the Parish Council. The letter expressed their continued appreciation and gratitude.

18.097 Councillors' reports and items for future agenda

Mr R Ling informed Councillors of the Rural Enter-prize East Event that he attended at Eastern & Otley College. He praised the College for the courteous students and staff. He was very impressed by the new Principal and how they are focusing on youngsters setting up a new business. Mr A Ling thanked Mr R Ling for attending.

18.098 Date of next meeting – Monday 11th March 2019 at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 8:55pm

Signed Dated