

## OTLEY PARISH COUNCIL

### DRAFT Minutes of Parish Council Meeting held on Monday 13<sup>th</sup> March 2017

#### Present:

Clerk: Mrs R Green  
Chair: Mrs I Lincoln (Vice Chair, standing in for Mr A Ling)  
Councillors: Mr R Ling, Mrs S Grant, Mrs A Lord, Mr D Hook, Mrs J Vaughan, Mrs V Osborne,  
Mr R Vickery, Mr T Fryatt (late arrival)

The meeting opened at 7.30pm.

**16.113 Apologies for absence** – Mr M Liddell, Tony Barratt. (Mr A Ling arrived at 8:03pm)

**16.114 To Co-opt a member to Council** – Mrs V Osborne offered herself as a candidate, following Mr P Whiffing's resignation. It was proposed to accept her nomination by Mr D Hook and seconded by Mrs A Lord. All in favour. It was resolved that Mrs V Osborne become a parish councillor and her Declaration of Acceptance of office form was completed. Clerk has prepared Register of Interest for Mrs V Osborne to complete online.

**16.115 Declarations of interest to items on agenda** – Mrs S Grant declared an interest to item 15c) on the agenda.

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

**16.117 Minutes of meeting held on 16<sup>th</sup> January 2017** – it was resolved that the minutes of the meeting circulated to all members, be signed as a correct record. All in favour.

#### **16.118 Matters arising –**

a) Following the last meeting Clerk has received an invoice with two costings for a defibrillator. Councillors discussed whether to purchase a locked or unlocked cabinet. Mr R Vickery can not allocate £2000.00 funding at the moment as there are insufficient funds to do so at present. He explained he could offer £1000.00 now but if more is required PC would need to wait until after the election in May. If PC took £1000.00 now he would be unable to fund the same project twice. Mr R Ling suggested waiting until May. Mr R Vickery requires details of exactly what the PC intends to purchase and for how much so he can arrange the application. **It was resolved** to purchase the unlocked cabinet with the G5 defibrillator and they will wait until May to hopefully receive the full amount from Mr R Vickery. In the meantime electrics can be prepared for the defibrillator.

Proposed: Mrs A Lord seconded: Mr R Ling.

b) External Audit outcome- Unfortunately information sent to SAAA was declined. Mr A Ling wrote a letter of complaint regarding the process but again the decision to appoint our own external auditor was unaccepted. This year will continue to be the same as previous years but the following year SAAA will appoint someone for us. No costings have been given at present.

c) Additional Burial Ground-Clerk wrote to Laurence Homes on behalf of St Mary's Church. Mr Ian Baker (Laurence Homes) replied by telephone to state they were not opposed to the idea. He mentioned about squaring off a piece of land. Mr R Ling explained to councillors the piece of land he thought Mr Baker was referring to. If this was the case then the land would provide substantial burial ground for the future. Mr Baker requires the Church to set out their expectations so he can move the matter to the next step. Mr Baker will provide clerk with a register of land map. Clerk to contact the Church so they are able to look into costs. Church are then welcome to come back to PC if necessary.

d) Written quotes for Noticeboard refurbishment- two written quotes have been received. One included the possibility of an additional door to cover the part available to the public and continue to remain available to the public. Clerk to ask for all quotes to give this as an option. No decision yet made. Clerk informed Councillors that Suffolk County Council would allow a notice board however wanted to know how big and how it would be attached and who would attach it before giving the go ahead. Mrs A Lord knows of a company that makes noticeboards and will pass on details to Clerk.

e) Tempodis Battery and Charger. It was resolved to make purchase after April 1<sup>st</sup> as end of year is close and Clerk is concerned about bank charges due to purchase from Germany. Proposed: Mr D Hook seconded: Mrs J Vaughan. It was suggested that the empty post waiting for the 'Clopton Green' sign could be used for the tempodis camera as residents have continued to show concern for speeding traffic at this end of the village.

8:03pm Mr A Ling joined the meeting followed by Mr T Fryatt at 8:04pm.

It was agreed to bring the Councillors reports forward on the agenda. All in Favour.

#### **16.119 District Councillor's Report –**

Mr R Vickery read his report to Councillors.

Mr R Vickery explained the budget had been passed and there was a 0% increase in council tax. This is likely to be the last year that this will occur. The money put into adult care packages has been raised and an increase in living wages for carers. A specific target is being aimed for to ensure this happens.

£10million road works have been completed. A new approach is in place regards surfacing work in order to cut the number of pot holes etc.

A restructuring process is currently happening. A drainage team are dedicated to flooding issues. Suffolk Fire and Rescue Service are facing difficult decisions over funding. There are an alarming number of false alarm call outs. Education and Attainment in Suffolk is getting better. 'Raising the Bar' has had a positive impact. Suffolk is now 55<sup>th</sup>/151 compared to 119<sup>th</sup>/151 in 2014.

Broadband-Bealings and Letheringham are in the last 4% who require broadband. BT is currently developing cables to reach out to 'on a limb' places. Things are heading in the right direction but still a way to go.

Mr R Vickery is an avid supporter of reducing speeding traffic particularly in villages. He is involved with the Speed Indicator Display (S.I.D) programme and is trying to get villages to share equipment. £3000.00 from the budget has gone to SAVID (Safer Village Driving)

Mr R Vickery talked about the additional lay-bys that are going to be installed on small, narrow country lanes allowing them to cope with additional traffic. Grundisburgh and Culpho could be the route for construction lorries when the off shore wind farm is built. The under- ground cables will take two years to install. Huge amount of lorries per day on the road causing significant disruption and potential road traffic problems. Parish Council's will decide at a later date whether the lay-bys will remain once the work is complete.

Mrs I Lincoln thanked Mr R Vickery.

Mr D Hook asked Mr R Vickery about funding for a footpath to the White Hart Pub and potentially beyond. Mr T Fryatt suggested Adnams/Lottery Funding/Capital Coast Grant and Virador as potential means of gaining funding. Parish Council need to build a business case and raise the safety issues. Mr R Vickery will speak to David Chinery at Highways to gain some costings for such a project so Parish Council know how much money is required before approaching anyone for funding.

Mr R Vickery left the meeting at 8:29pm

Mr T Fryatt read his report to Councillors.

Sizewell C is in Stage 3 Consultation Period- Issues don't generally affect Otley however, there will potentially be a restriction on lorries using the B1078 when work gets under way. This will be 7.5 tonnes and nothing bigger.

Planning- there will be a new local plan by 2019. There will be direct contact with Parish Council's like previously. If there are any Site Specific Allocations in the area then such issues can be discussed. Mrs A Lord asked how will decisions be made? Mr T Fryatt responded with examples of: Is it sustainable? Is it likely to flood? If it is outside village envelop then it can be opened up for discussion.

Mr T Fryatt talked about the Government White Paper that claims to fix the broken housing market. Includes planning right houses in the right places, protecting the green belt and making sure areas are not disadvantaged. A new change to come includes planning application accepted need to begin building within 2 years/18 months. This is currently 3 years and will hopefully encourage building or compulsory purchase building. Brown field sites are also being looked at and previously rejected applications in order to reach target of 14-15 thousand new homes by 2036.

Having a Village Plan can help provide a back to an application if doesn't fit neighbourhood plan. Deben Leisure Centre Redevelopment- Planning Consent has been granted and a n agreement has been given to include the cost on the SCDC Capital Programme. Cost is estimated at £3million of which the Council will provide £2.5million. Grant of £500K has been secured from Sport England. Scheduled to close in September 2017 and be completed by Summer 2018.

Mr T Fryatt told Councillors how Community Enabling Grants have been allocated. He pointed out that the essential First Aid Training would be running again this year with a slight fee.

Mrs I Lincoln thanked Mr T Fryatt. Mr T Fryatt left the meeting at 8:46pm

#### **16.120 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): Community Council Village Hall Hire £50.00 & £30.00. Grit bin £130.64 Proposed: Mrs A Lord Seconded: Mr D Hook
- b) **To receive and approve payments since last meeting:** Clerks salary £362.00 (Day 7,8,9,10 Keeping in Touch) Clerks expenses £4.15 (stamps & A4 paper). Proposed: Mrs J Vaughan Seconded: Mrs S Grant
- c) **To receive the Financial Report from the RFO included balances at bank –**  
Balances are as follows :

Community C/Acc	£1, 149.63CR
Business Premium A/C	£6,354.28 CR

Since writing the agenda the Community Account has decreased due to the out going payments of the Village Hall Hire and the Grit Bin. Clerk showed Vice Chair print out of bank balances for both accounts. Clerk explained the 'error' recorded on the bank statement for 31<sup>st</sup> December 2016 – 30 January 2017.

A copy of the account reconciliation was handed out to each councillor showing payments and receipts for year. Councillors also given a copy of the cash book, purchase ledger and Business Premium Account in preparation for year end. Clerk explained figures and how reconciliation sheet cross referenced with additional sheets. Unlikely to be many more outgoings before end of year; Clerks salary & expenses. FFY are the only organisation to not claim their donation from Parish Council. VAT has been submitted for £272.52, but money not yet in account. Due to Grit bin being purchased recently VAT could only be up to the end of February. The VAT on the grit bin will be claimed next financial year. Councillors were made aware that the end of year bank balance will be approximately £7,000.00. This is lower than last year. Clerk will arrange a meeting with Finance Committee before submitting accounts to Internal Auditor. A copy of the End of Year Bank reconciliation will be emailed to all Councillors.

- d) It was resolved to approve the Standing Orders & Financial Regulations which had been emailed to Councillors prior to meeting. Clerk will upload onto website. It was also resolved to approve the Risk Assessments and Asset Register. These will be uploaded on website as part of End of Year Return. All documents approved. Proposed: Mrs A Lord. Seconded: Mr D Hook.

- e) It was resolved to approve the appointment of Heelis and Lodge as internal auditors. Clerk to make necessary arrangements.
- f) Clerk made Transparency Funding Application available on lap top for Councillors explaining the application was applying for money spent on website hosting subscription and Clerk's hours required to upload information onto website as part of transparency code. It was resolved to approve the application. Proposed: Mrs S Grant Seconded: Mr R Ling. Clerk to email SALC application.

#### **16.121 Planning –**

##### **a) To receive planning decisions:**

Ref No: [DC/16/4900/FUL](#) 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

The Parish Council submitted no objection to this application.

**Application Permitted**

Ref No: DC/16/4970/ARM received date: 8<sup>th</sup> December 2016

Address: Hillview Church Road, Otley.

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

Date for submission of comments: 26<sup>th</sup> December 2016

The Parish Council submitted **no objection in principle but concerns were raised based on comments from councillors and residents.**

**Awaiting Decision**

Ref No: DC/16/5350/OUT received date: 24<sup>th</sup> December 2016

Address: **Land Adjacent to The White Hart Inn, Helmingham Road, Otley.**

Proposal: Erection of detached dwelling.

Date for submission of comments: 12<sup>th</sup> January 2017

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

**Application refused** 14<sup>th</sup> February 2017

Ref No: DC/17/0119/FUL received date: 18<sup>th</sup> January 2017

Address: **Iwunda, Helmingham Road, Otley**

Proposal: Single Storey front extension and extension of canopy and side extension by first floor level over existing garage and associated alterations.

Date for submission: 5<sup>th</sup> February 2017

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

**Application permitted** 16<sup>th</sup> February 2017

Ref No: DC/17/0428/LBC received date: 17<sup>th</sup> February 2017

Address: **Otley Hall, Hall Lane, Otley**

Proposal: Removal and replacement of cracked and blowing lime render to entire north facing gable end and to adjacent wall between the gable end and the chimney stack on the east face of the north wing of Otley Hall.

Date for submission: 8<sup>th</sup> March 2017

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

**Awaiting Decision**

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

Ref No: DC/17/0879/FUL received date: 7<sup>th</sup> March 2017

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

Proposal: Construction of an above surface water attenuation storage area with a self-contained hydrobrake and headwall discharging into an existing watercourse, including associated soft landscaping and screen planting adjacent to the southern boundary of the proposed housing development.

Date for submission: 23<sup>rd</sup> March 2017

Currently with Planning Committee.

Clerk has requested a second set of the plans as residents have requested to see the plans.

Councillors discussed the application and took on board the points that Mr M Liddell highlighted in his email which was read in his absence. Clerk to respond to SCDC with no objection in principle but would like to draw attention to the pipe sizing and potential problems at Otley Bottom if drainage is not adequate, appearance of the pond and management of the area.

**16.122 Highways -**

- a) Clerk has contacted Highways regards the B1078 overtaking near Gibraltar Road crossroads. Clerk explained when meeting was but unfortunately no reply has been received. Clerk to pursue and to contact Ashbocking along with Swilland & Whitnesham Parish Council.
- b) Blocked ditch/drain outside Primrose Cottage on B1078 reported and awaiting a date to be fixed.

**16.123 Rights of Way**

- a) Concern raised regards horse muck being left on pavement along Chapel Road near Otley Primary School. Councillors to monitor.

**16.124 To receive the Police Statistics from the Police website**

- a) Clerk had obtained some information from website regarding crime in the area. During December there had been 4 incidents of crime recorded.

- Crime on or near Little Meadow- Criminal Damage & Arson Investigation complete, no suspect identified.
- Crime on or near B1079- Burglary. Investigation complete, no suspect identified.
- Two crimes on or near Further/Higher Education Building, Otley College- Theft which includes theft by an employee, blackmail and making off without payment. Both under investigation.

Information continues to be approximately 3 months behind present date.

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

- a) Mrs S Grant will be attending the meeting on Thursday 16<sup>th</sup> March 2017.
- b) Tony Barrett informed clerk no current information to give. Speedwatch equipment to be in Otley from 25<sup>th</sup> March 2017.

**16.126 Community council Report**

Mr A Ling attended the last meeting on 7<sup>th</sup> March 2017. Community Council are running at break even. Hall hire and fund raising just cover costs. The floor area in the back room is to be done. There are continued discussions regards the bar area.

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

a) Norse Barrier-Mr A Ling & Clerk met with Management team at Norse and discussed the issue of the white plastic bollards acting as a barrier. Norse are reluctant to get rid of them as they cost £6,000.00 and if a bus should hit one the damage would be less severe than other types of fencing. They are also very keen for health and safety reasons to ensure the safety of the public is paramount. Several alternative suggestions for a different type of barrier were discussed and as a compromise the current white blocks could be covered. This can potentially be done with closed wooden fencing with the support of a cant rail. Quotes are being gained from local businesses to go back to Norse with. Although this is not the most desirable outcome it is a reasonable compromise. Mr A Ling and Clerk to continue liasing with Norse to ensure positive progress is made as soon as possible.

b) Thank you card from Mr & Mrs P Whiffing was shared with Councillors. A thank you letter has also been received from Disability Advice Service for the Parish Council donation of £100.

c) Otley Under Fives and New Building Project- Mrs S Grant (trustee) gave a speech on the recent on goings of Otley Under Fives and the New Building. Suffolk County Council are requesting a £4,800.00 rent/management fee per year which was not mentioned when they were told they could have the new building. Otley Under Fives are currently running at a loss and are using the reserves they have built up to sustain themselves. They are currently in the process of finding a new Chair and a new person has just taken on the role as treasurer. The before and after school club has put up prices in line with other similar settings. Another of the trustees has been looking into obtaining grants but no luck so far. Suffolk County Council claim there is no money in the budget. There are three trustees in total who believe if Suffolk County Council would give a couple of years grace on the rent/management fee it would give Otley Under Fives a chance to get established in the new building and attract other children from outside of Otley.

Due to Mrs S Grant being a trustee and declaring an interest in this item at the start of the meeting she then left the meeting at 9:59pm to allow the rest of Councillors to discuss the matter.

Mr A Ling asked for Councillors opinions on the matter. It was agreed the Otley Under Fives was important to the Village. Emphasis was placed on the importance of contacting the correct people to converse so a positive outcome can be obtained. It was agreed to contact our local MP Dan Poulter along with the District and County Councillors. The Parish Council are happy to support with necessary letters.

**16.128 Councillors reports and items for future agenda – none**

**16.129 Date of next meeting** – Monday 15th May 2017 –Annual Parish Meeting at 7:00pm, followed by Annual general Meeting, Otley Village Hall.

With no further matters to discuss the meeting closed at 10:05pm.

Signed ..... Dated .....