

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 11th March 2019

Present:

Clerk: Mrs R Green

Chairman: Mr A Ling.

Councillors: Mrs I Lincoln, Mrs S Grant, Mr R Ling, Mr M Liddell, Mrs V Osborne, Mr D Hook,

The meeting opened at 7:30pm.

18.099 Welcome & Apologies for absence – Mr A Ling welcomed everyone. Apologies received from Mrs J Vaughan and Mrs A Lord. Cllr Tony Fryatt. Mr T Barrett.

18.100 Declarations of interest to items on agenda – Mr A Ling & Mr R Ling declared an interest to item 6a) on the agenda with reference to the Newlands payment.

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

18.102 Minutes of the Parish Council Meeting held on 14th January 2019 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

18.103 Matters arising -

a) Neighbourhood Plan-The Parish Council website now has a new page so updates on the neighbourhood plan can be published. Clerk to liaise with Mrs V Osborne so updates can be added. Mr M Liddell informed Councillors that 8 volunteers have come forward to support the progress and formulation of the Neighbourhood Plan. Mr M Liddell has arranged a meeting with the volunteers next week. There will be a focus on four key areas: Housing, Environment and Transport, Business and Infrastructure, Community Engagement. Questions Mr M Liddell believes need to be considered are: What Housing and Business does Otley want/need? What do the villagers want and how can engaging with the village be achieved? CIL money will potentially be available but where should this be spent? Mr M Liddell stated grants would be necessary in order to make the Neighbourhood Plan 'Lawful' and hopefully not to spend too much of the Parish Council's money. Consideration will also need to be given to creating a balance between publishing information and not giving ammunition to developers. Mr A Ling thanked Mr M Liddell. There were no further questions.

b) Commercial Vehicles and parking concerns- It was minuted at the last meeting the letter sent to the owner of the commercial vehicles had not responded to the Parish Council and therefore the PC had planned to contact the relevant organisation to investigate the matter further. However, very shortly after the meeting the owner did contact the PC and informed one of the Councillors that the vehicles would be locating to new premises. The owner claims to have a commercial vehicle license. Therefore the vehicle issue appears to have been resolved and the PC will not be taking the matter further at this present time. The cars located near by are owned by another individual and the PC are monitoring the situation.

c) Letter regarding trees on Church Road- Clerk has tried to make contact with Laurence Homes and has left a message on the answering machine. Clerk will continue to pursue.

18.104 Finance –

a) **It was resolved** to authorise cheques for signature or BACs: Reece Safety Products £172.20, Newlands Licence £44.55, C Ling & Son Newlands Cut- £115.00 (authorised via email) Speedwatch £50.00
Proposed: Mrs S Grant seconded: Mr D Hook.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 309.75 (Jan/Feb/March)
Clerks Expenses: £39.88 (printer ink)
Proposed: Mrs V Osborne, seconded: Mrs I Lincoln

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

Balances are as follows:	Community C/Acc	£ 618.90CR
	Business premium Acc	£ 7,713.51 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. Councillors were also given copies of the cashbook showing items/services purchased and the record of the two bank accounts in preparation of year end. Receipts show another £4.10 of interest. Bank balances reconciled at £8,332.41 The payments approved this evening total £399.63 so subtract from the bank reconciliation figure there is a

OTLEY PARISH COUNCIL

potential end of year balance of £7,932.78. However, this could be slightly higher if the VAT money claimed (£374.78) is received into the account before 31st March 2019. This would give an end of year balance of £8,307.56. Clerk informed Councillors that everything financially was up to date so there is unlikely to be any big changes between now and 31st March 2019. Clerk asked Councillors whether they wanted to give St Mary's Church an additional donation for church maintenance. **It was resolved** to gift £150.00 additional donation to the church. Proposed: Mrs S Grant Seconded: Mrs V Osborne. Clerk informed Councillors an 'Out-turn' sheet to make comparisons of spending would follow soon.

d) VAT has been reclaimed for £374.78 this should be credited to the PC account soon.

e) Appointment of Internal Auditor- following the approval of the internal auditor at the last PC meeting the Clerk has received written confirmation that the Internal Auditor is delighted to undertake the audit and will arrange with the Clerk for this to be carried out in May.

f) Approval of Standing Orders- Clerk looked into the queries raised from the last meeting. Research has been carried out in order to create a more up to date Complaints Procedure and Council's Employment Policies & Procedures. These policies will be approved at the next meeting. **It was resolved** to approve the Standing Orders for 2019. Proposed: Mrs I Lincoln Seconded: Mr D Hook. All in favour.

g) Councillor's reviewed expenditure under the S137 of Local Government Act 1972 or general power of competence. The Council are well within the limit of spending.

h) Clerk has requested Precept for 2019/20 as £4,709.36 back in January.

i) Approval of Asset Register-**It was resolved** to approve the Asset Register. Current total value = £17,138.29 Proposed: Mrs S Grant Seconded: Mr R Ling.

j) Approval of Risk Assessments for Banking and use of BACs. **It was resolved** to approve the Risk Assessments and use of BACs. Proposed: Mr R Ling Seconded: Mrs I Lincoln

k) Clerk will arrange a date with the Finance Committee prior to Internal Audit being carried out.

18.105 Planning

a) To receive planning decisions: None

b) To consider the following planning applications:

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

Clerk to submit **no objection** on behalf of the Parish Council.

Ref No: [DC/18/4146/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.

Clerk to submit **no objection** on behalf of the Parish Council.

c) Concern for Application DC/ 18/0065/FUL- The Parish Council were approached regarding application DC/18/0065/FUL and the possibility of the plans not following what was approved. Mr M Liddell studied the report which showed there were 'approved minor amendments' that occurred after the original application was approved. Mr M Liddell explained that if they were classified by SCDC as minor amendments then the Parish Council and local residents wouldn't necessarily be informed. Mr M Liddell has been in touch with the resident who raised the concern and a satisfactory outcome has been concluded. Mr A Ling thanked Mr M Liddell for looking into this matter.

18.106 Highways

a) New grit bins- have been purchased and arrived. Bins are currently waiting to be located on Ipswich Road. Mrs S Grant volunteered to action this.

b) Horse signs- the issue of a horse sign being positioned on Hall Lane has been reported to Highways. They have requested further information so Clerk is in contact with local resident who owns horses to provide additional information in hope a sign might be possible.

c) Request for Chapel Road safety- Clerk received an email from a local resident expressing huge concern for the safety of drivers and pedestrians along Chapel Road on the bend near the Hall Lane junction. There was a recent incident of a car collision which caused considerable damage to vehicles and gardens of

OTLEY PARISH COUNCIL

residents living close by. Clerk has spoken to Highways who recommended it is reported on the online 'report a problem' facility. Clerk to action progress.

d) Mrs I Lincoln reported a damaged man hole cover to Highways. Details passed to Clerk in order to chase progress as very dangerous!

e) 30mph speed limit sign opposite the Old Bakery, Helmingham Rd should be fixed by 15th March. Clerk has requested that Highways should come and fix the one near the corner of Ipswich Rd at the same time. Clerk to monitor outcome.

f) The footpath sign on Hall Lane has broken and requires replacing. Also the one on the Gull requires replacing too. Clerk to action.

g) Dog Mess! There has been concern that dog owners are not cleaning up after their dogs. Councillors are considering the possibility of purchasing stickers. (Costing in the region of 50p per sticker A4 size).

Debenham have stickers to encourage correct disposal of dog mess. Mr R Ling said he would speak with a Debenham resident to see how effective the stickers have been. Mr M Liddell said he would look into what type of bins can be used.

h) Mr A Ling had received concern from a local resident regarding the water coming from Otley College and the possibility it could be sewage. Mr A Ling informed Councillors this should not be the case and will contact the head caretaker.

18.107 Rights of Way

a) none.

18.108 County Councillor's Report – Ward Members Report for March 2019.

My apologies for missing your meeting again. This evening I will be attending the Cabinet meeting to agree our response to the Sizewell C Stage 3 Proposals submitted by EDF Energy.

Local Plan

My main activities have been around the first draft Local Plan and the Representations submitted by Town and Parish Councils and the public. The deadline was 25th February.

This stage has generated in excess of 1,315 Representations from 543 respondents. These are being analysed and sorted and made ready for submission to the Inspector by 29th March. 147 people have expressed their wish to participate at the hearings later this year.

Of the Representations submitted, by far the greatest number has come from Grundisburgh (121)

The next highest numbers were from

North Felixstowe (62)

Innocence Farm (60) and

Saxmundham (47)

Upcoming Elections.

The elections for East Suffolk will take place at the same time as the elections for Town and Parish Councils i.e. 2nd May.

The Pre-Election Period (PEP) starts on Friday 15th March when the Notice of Election is published. For the District council it is business as usual during the PEP, but there are restrictions on the activities of the Ward members during this period.

SCDC and WDC will cease to exist on 31st March. Business will be managed by the Shadow East Suffolk Council until the election has been held.

OTLEY PARISH COUNCIL

Tony Fryatt

11 March 2019

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

154 crimes were reported in Woodbridge Neighbourhood area for December.

In relation to Otley there was 1 crime on or near Vine Road. Classified as Criminal Damage & Arson. Current status: awaiting court outcome. Suspect has been charged and sent a summons and will appear in court.

1 Crime on or near Newlands. Classified as: Crime of Theft. Unable to prosecute suspect.

18.110 Speedwatch Results

Due to lack of light no sessions have run yet but the speedwatch team will be starting up soon. Mr A Ling read the email from Mr T Barrett to Councillors regarding speedwatch:

I am concerned by the reduction in support from the police even though I know they have to make tough resourcing decisions.

A couple of years ago we had a regular email covering Norfolk and Suffolk that gave SW statistics and information on the ways police use SW data. This was very useful in letting volunteers know that their work was having an impact. The email stopped sometime ago.

Late last year we lost our police contact. I would send him our results and he provided feedback on accuracy and confirm that the letters had been sent to motorists. He has now been replaced by volunteers, who tell me they are too busy to provide feedback. All I get now is an automated email acknowledgement which does not give any assurance that a human has received the data or that it has been processed.

All this makes it difficult to continue to enthuse volunteers and leaves us more and more disconnected from the police. I think this is one of the reasons why so many local SW groups have stopped operating

Regards

Tony

18.111 Community Council Report

Mr A Ling attended the recent Community Council meeting and informed Councillors of the following points raised at the meeting:

- Bar area needs gutting and re-organising.
- The Groundsman is changing to a local man.
- The Community Council desperately requires a secretary.
- Financially there has been a small loss this financial year.
- Pilates lady is doing very well.
- Gym club has started and the future looks promising.
- Fete is first weekend in July. Help needed, anyone interested can attend a meeting at the pub on 19th March.
- The Village Hall car park is being monitored as it has become apparent that on occasions people are hiring the village hall but can't always make full use of the car park as other people are using it for various reasons.
- Next meeting 23rd April 2019. This is the AGM. One of the following Councillors to attend: Mr A Ling, Mrs J Vaughan, Mrs A Lord.

18.112 Matters to be brought to the attention of the Council

a) Notice of Transfer to East Suffolk Council on 1st April 2019- Clerk read letter received informing Councillors of the changes.

OTLEY PARISH COUNCIL

b) Election Preparations- Clerk has received Green Papers which require completion by Councillors standing on the Council. Clerk has been in contact with SCDC as to how accurate completion can be achieved. Forms are rather complicated! Councillors then spoke about their intentions: Mr R Ling will not be standing. After a life- long commitment to the Parish Council in one way or another Mr R Ling feels as his 90th birthday approaches it's time to step down. Mr D Hook commented this would be a huge loss. Councillors agreed. Mrs I Lincoln also said she would not be standing. Mrs I Lincoln has given 9 years of service and feels the time has come to step down. A Vice Chair will be required to replace Mrs I Lincoln. Mrs V Osborne also stated she would not be standing. All Councillors understood but were disappointed too that three members are bringing their time to an end. (New members would be very welcome. Please contact the Clerk if interested).

18.113 Councillors' reports and items for future agenda

- a) New Comers leaflet- for those moving into the village a leaflet to include Church Services would be a good idea.
- b) There is an open event coming up on Friday 29th March 10am-12pm at Otley Surgery. The aim of the event is to provide local residents, living in a rural community, with access to various local groups that can provide advice, help and support to improve their health and well-being.

18.114 Date of next meeting – Monday 20th May 2019 at 7.00pm AGM/APM in the Village Hall

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

Signed Dated