**OTLEY PARISH COUNCIL**

DRAFT Minutes of Parish Council Meeting held on Monday 18th January 2016

**Present:**

Clerk: Mrs R Green

Chairman: Mr A Ling (7:40 arrival, pre-arranged Mrs I Lincoln-Vice Chair, would stand in for beginning of meeting).

Councillors: Mr P Whiffing, Mr R Ling, Mrs S Grant, Mrs I Lincoln, Mr D Hook, Mrs J Vaughan, Mr M Liddell, Cllr Tony Fryatt, Mrs A Lord (apologies for late arrival),

The meeting opened at 7.30pm.

**15.102 Apologies for absence** – Cllr Matthew Hicks, PSCO Sally Thomas, PC Abigail, Sergeant A Buck, Tony Barrett (Otley Speedwatch), James Hall (Community Council).

**15.103 Declaration of interest to items on the agenda** – none received.

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

**15.105 Minutes of Parish Council Meeting held on 14th December 2015** – **it was resolved** that the minutes of the meeting circulated to all members, be signed as a correct record. Approved by all Councillors.

**15.106 Matters Arising** –

a) Tempodis 230 SI posts are now in place. Clerk is in contact with Tony Buckingham regards the signs to be used when camera not on post. Clerk to make enquiries with Highways regards training on using new equipment.

b) Newlands bus shelter completed week commencing 4th January 2016. A positive reaction from local residents. Clerk to look into possible board inside the bus shelter.

c) No further action required on fencing for Mr Thorpe’s garden as bus stop not directly outside his house any more. Clerk to contact Mr Thorpe to confirm fencing no longer required. (Mr A Ling arrived and continued chairing the meeting after thanking Mrs I Lincoln for standing in temporarily).

d) Kerbing of unofficial layby at Gibraltar Road-Clerk has contacted Tony Buckingham as has Mr A Ling. Both awaiting a response.

e) Community Emergency Planning – Mr R Ling commented the conference he attended was very good. There was an emphasis on vulnerable people-elderly, disabled. Mr R Ling obtained a range of leaflets. Clerk to obtain more and make available to vulnerable people in Otley. Mr R Ling spoke with UK Power Network which is a service that we can sign up to and in an emergency will provide a generator for village. There is also an opportunity to sign up for water supply / distribution if necessary for long periods of being without. First Aid Course available through SCDC in February and September 2016. Other organisations included those related to defibrillators. Ideally a phone box would be suitable but this is not for Otley. Mr R Ling suggested the Village hall being a strong possibility. An outside power socket would be required. Mr R Ling informed councillors a defibrillator is in the region of £500. In order to have access, 999 would be needed to be rung, ambulance trust would then contact first responders (approximately five responders on a list), and first responder then takes defibrillator to the casualty with heart attack. The recommendation is that if patient only has one person with them then they should stay with them and not leave to go and collect defibrillator. First responders have training and key to access the box with defibrillator. Dalinghoo have recently obtained a free defibrillator. Clerk to look into method of gaining one. Cllr Tony Fryatt suggested there are companies that try to get rid of defibrillators. Mr R Ling responded that they are not always good ones as they tend to be old versions. Mr R Ling has been in contact with his son as he recommended a particular type. Mr R Ling passed details onto Clerk. Clerk to investigate further obtaining a free defibrillator, possibility of having outside village hall and first responders.

Cllr Tony Fryatt mentioned that Debach and Clopton are looking into getting training. Clerk to make contact with them. Mr R Ling suggested group training could be beneficial.

Clerk continues to establish a list of vulnerable people within the village as it appears so far there are others within the village who are not necessarily on the church pastoral list.

Winter Gritting list signed and up and running. There are some new volunteers to ensure each location is covered. Clerk has requested additional grit for Gibraltar Road. A volunteer for the area is going to keep an eye that it gets delivered.

5f) Mr A Ling congratulated Mr R Ling for his award for the Unsung Hero Nomination. All Councillors also congratulated Mr R Ling. Mr R Ling commented that despite a few inaccuracies with the dates and time frames it was very unexpected but nice to be recognised for what he had done. Councillors observed the certificate Mr R Ling received.

**15.107 Finance**

a) **It was resolved** to re-authorise a second cheque for £70 for Royal British Legion due to an inaccuracy on the first cheque. Clerk to obtain first cheque before sending second cheque. First cheque to be kept for ‘paper trail’ record.

b) **It was resolved** to authorise payments since last meeting: £0.00 Clerks Expenses, £86.13 Clerks Salary. Invoice authorised by email: £30 Clerk Cover (Mrs V Osborne), invoice received and signed. (a and b) Proposed Mrs S Grant. Seconded Mr R Ling.

c) To receive the financial report from the RFO including balances at bank:

balances as 11/01/16 are as follows: Community C/Acc £539.31 CR

Business Premium Acc £8,311.16 CR

Bank Balances remain the same since the agenda was complied.

d) To receive the Financial Quarterly Statement – All councillors were given a copy of the statement. Figures are looking healthy. Only unpresented cheque is for Royal British Legion, explanation given in 6a). Clerk in process of sorting VAT return. Clerk expecting Newlands Licence renewal in near future. Clerk still awaiting confirmation of Speedwatch insurance cost. Approval of draft budget was given. Proposed: Mr P Whiffing. Seconded: Mrs S Grant. Clerk shared potential application form to be given to organisations within the village so all groups can apply using the same criteria. The accompanying letter was read to Councillors by Mr A Ling. All Councillors were in agreement and it should be sent out to the organisations with a closing date towards the end of February.

e) All Councillors are aware the precept request for 2016/17 has been made for £4,500.00 and the council tax support funding of £38.68 is in addition to the amount requested. Clerk sent by post & an email on 07/01/16.

f) New Audit Regime- Following the decision from December’s PC meeting a letter has been sent ‘opting out’. Currently awaiting a response back.

g) **It was resolved** Heelis and Lodge would carry out the Audit for 2016. Proposed: Mrs I Lincoln. Seconded: Mrs S Grant.

h) Annual Town and Parish Council Liaison & Budget Review Meeting- attended by Mr P Whiffing. A disappointing Police presence and they were unable to answer questions. Mrs S Grant thanked Mr P Whiffing for attending.

**15.108 Planning Matters**

a) To receive planning decisions: **DC15/2149 & DC15/2150 Two Hoots Farm** – resubmission of a single storey extension to north, replacement porch (demolish existing) and associated works – **pending decision**.Clerk to remove from future agenda and just inform Councillors once a decision is made. **DC15/4852/PN3 Willowmead Alpaca Farm**- proposed change of use of former agricultural building (used in farming of alpacas) to a dwelling house- **No Objection** However, questions were raised by Councillors on the Planning Committee regarding the policy and procedure for this type of application. An email has been sent to Planning Officer Ben Woolnough, currently awaiting a response.

b) There were no planning applications to consider.

c) Mr A Ling told Councillors a letter had been sent to Laurence Holmes regarding the Hubbards site. No reply has been received yet. Mr P Whiffing mentioned there is information to suggest Laurence Holmes have set up a company using the Hubbards site name. Mr M Liddell reassured Councillors that this is normal procedure in this industry.

**15.109 Highways Matters**

a) Overgrown trees and shrubs reported along Helmingham road between Ipswich Road and the White Hart Pub has yet to be cut. Clerk to contact Mr Minns again at the end of the month.

b) Bus Shelter Protection: Suggestions were made that a ramp/hump could be used to protect the bus shelter as it is unobtrusive, can easily be put down and easily removed in the future and also in expensive. Mr A Ling to research and find cost. ‘Watco’ are a trade company dealing with commercial products.

c) Parking outside St Mary’s Church, Church Road: Mr A Ling has spoken with Revd Jane Hall. The Church has access to the Bowls Club car park on busy Sundays, which they are encouraging church goers to use. Jane has been in contact with the Police but they will not provide cones. Mr R Ling suggested mentioning in the church magazine and Grundisburgh News asking and encouraging use of the Bowls Club car park rather than congesting the road. Mr A Ling to report back to Jane Hall the discussion had. Councillors to monitor and check new system is working effectively.

d) Cats eyes needing replacing at Otley Bottom from the boundary of Otley College up to Gibraltar crossroads: Clerk reported and unlikely to be sorted immediately but highways are aware.

e) Mrs I Lincoln read a letter from resident Mr Ian Burns requesting the Parish Council look into extending the 30mph speed limit from Church Road to the first ‘Otley’ village sign upon entry to the village on B1078 and to include reducing the speed to 30mph along the B1079 that leads to Otley Bottom. Councillors were in agreement that this is an issue that requires looking into. Mrs S Grant suggested to Mrs I Lincoln that speaking to someone at Otley College could be beneficial- Chris Nix. Mr A Ling suggested the Police must have statistics on number of accidents on that section of the road. Clerk to contact Highways and find out what steps can be taken to change speed limits.

f) Mr R Ling informed Councillors that the pond is over flowing on the corner of Gibraltar Road and Thompson’s Lane. Clerk to contact John Taylor who is possible land owner and suggest drainage requires sorting during the summer months. Mrs A Lord said a large pot hole can also be seen along Thompson’s Lane. Clerk to report.

g) Clerk informed Councillors of notification of road closure on B1079 outside Otley College on 08/02/16. Clerk has informed Soames, Holmes, Doctors, School and Shop. Details are also on website and noticeboard outside doctors surgery.

**15.110 Rights of Way** – no points raised.

**15.111 To receive the District Councillor’s report**

Cllr Tony Fryatt read his report –He informed Councillors of the financial situation for the coming financial year and cuts needing to be made and further cuts by 2020. There is a likelihood of council tax going up but no more than 2%. Police are also asking for contributions. There has been a long debate about the continued collection of brown wheelie bins. Due to a successfully programme being currently run no increase in cost will occur. Cllr T Fryatt has yet to hear from Otley Primary School regards funding application. In addition to his report Cllr T Fryatt mentioned a local plan document showed plots of land in Otley for potential building. A decision of ‘no’ was given by Cllr Tony Fryatt. Cllr Tony Fryatt enquired about broadband coverage in Otley and to may be consider a water tower mast. Mrs S Grant replied it was bad in particular parts of the village. Clerk to forward Cllr T Fryatt’s email to Mrs S Grant. Mr D Hook raised the question of why the ‘Coastline’ magazine was not available on line rather than potential wastage when delivered to the door. Mr D Hook suggested subscribing to save costs. Mr D Hook also questioned decision making regards gritting of the roads when temperature was 13 degrees. Mr R Ling informed councillors that it is to do with the road temperature which can be different to actual air temperature. Cllr T Fryatt took on board Mr D Hook’s issues raised. Mr A Ling thanked Cllr T Fryatt for attending. (Full report attached).

**District Council Briefing January 2016**

Financial Overview – 2015/16 and beyond

Most of our time over the Christmas period has been taken up with analysing our financial situation and trying to put together a budget for next financial year. The Chancellor announced the Autumn Statement and Spending Review 2015 to Parliament in November. Then we received the Provisional Financial Settlement shortly before Christmas.

However, at this stage, it looks likely that we will have to increase our portion of the Council Tax – for the first time since 2010. Our funding from central Government has already been cut by 40 per cent in the last five years. In the same period Suffolk Coastal also froze its portion of the Council Tax, leading to a reduction in our net budget of £3.7 million.

Now Government has announced it is planning to remove the Revenue Support Grant (RSG) over the next four years – which will mean a significant cut in our core funding of over £2million by the end of the Parliament. Also, there will be a reduction in the New Homes bonus which represents an essential part of the council’s core income. These could result in a reduction from these sources from over £3.6m in 2015/16 to around £500,000 in 2019/20.

Consequently, it is possible that, like most councils, we will be forced to increase our portion of Council Tax by up to 2% in the next financial year.

While Suffolk Coastal remains committed to continuing to find innovative ways of making savings through increased partnership working and improved efficiency, we need to make sure that we are in a position to protect frontline services, help provide more affordable homes and support economic development in the District.

Waste Collection – Brown Bins

Despite the financial constraints, Suffolk Coastal has decided not to charge for collecting organic waste (brown bins).

This is an important issue for Suffolk Coastal. We have an excellent track record on recycling. In 2013/14 we were in the top 10% of local authorities in the country (coming 19th out of 352 authorities) with a recycling rate of 57.44%.

We do not wish to jeopardise the good work that is being done.

Notwithstanding a rather gloomy message let me wish you all a (belated) happy and prosperous New Year.

Tony Fryatt

17 January 2016

**15.112 To receive the County Councillor’s report.**

Mr A Ling read Cllr M Hick’s report in his absence. (Full report attached).

**January 2016 report for the Thredling Division from Cllr Matthew Hicks**

**Consultation to shape the future of Suffolk Fire and Rescue Service – public meetings announced for 2016**

In last month’s newsletter, details were given on the public consultation to shape the future of Suffolk’s Fire and Rescue Service. As part of this consultation looking at the future provision for Suffolk’s fire service, a timetable of Suffolk Fire and Rescue Service (SFRS) hosted public meetings has been set for early 2016 to enable people to hear directly about what is being proposed, and have their say, as well as completing the online questionnaire. SFRS officers are encouraging people to attend these meetings across the county so that their views can be taken into account before the proposals are finalised and any decisions are made.

These public meetings are as follows:

14 Jan 2016 – Ipswich – Endeavour House, 6.30pm-8.30pm

28 Jan 2016 – Wrentham – Village Hall, 6.30pm-8.30pm

01 Feb 2016 – Lowestoft – Riverside Centre, 6.30pm-8.30pm

03 Feb 2016 – Sudbury – Town Hall, 6.30pm-8.30pm

If anyone you know would like to attend, please encourage them to email [fireserviceredesign@suffolk.gov.uk](mailto:fireserviceredesign@suffolk.gov.uk) confirming which meeting date and venue they would like to attend. This will help the team to ensure that there are sufficient facilities available for each meeting. In addition to the meetings hosted by SFRS, officers and councillors have also been invited to attend a number of other town, parish and area meetings and dates will be published on the SFRS website as they are confirmed. Full details of the proposals and consultation are available at [www.suffolk.gov/uk/fireredesign](http://www.suffolk.gov/uk/fireredesign) . The consultation closes on 22 February 2016.

**Suffolk County Council launches competition to crown the county’s Most Active Community for 2015**

Building on the success of previous years, the county council is once again on the search for Suffolk’s most active community. This competition gives people the chance to celebrate the great work taking place in so many communities across the county. Encouraging and supporting people to live active lifestyles in their communities is incredibly important because it keeps them healthy and independent in the short and long term. The awards are about recognising the fantastic work of communities right across Suffolk so whatever your communities are doing - whether it’s dog-walking, new walking or cycling routes, yoga, football or Zumba, please make sure that SCC’s Most Active County team are informed. The county council wants to celebrate your communities and these activities are vital in helping the county council achieve Suffolk’s collective ambition of becoming the most active county in England. The competition seeks out the most active town, small village and large village in Suffolk from 2015 and the winners are presented with an engraved plaque at a special presentation event in March 2016 as a permanent recognition of their achievements. In addition, all entrants who make it through to the first round of judging will receive a “Most Active Community 2015 Finalist” certificate. The closing date for applicants is 5 February 2016 so please encourage your own communities to take part. The application form and a list of frequently asked questions is also available tovia [www.mostactivecounty.com/community\_activity](http://www.mostactivecounty.com/community_activity) or telephone on 01473 260722.

**Parents in Suffolk are being encouraged to get “Sugar Smart”**

Parents in Suffolk are being encouraged to get “Sugar Smart” and take control of their children’s sugar intake as part of a new campaign. Supported by Public Health Suffolk, the Change4Life campaign follows revelations that 4-10 year olds consume an estimated 5,500 sugar cubes a year (22kg), weighing the same as an average five-year-old.

Currently 20.9% of four to five-year-olds in Suffolk are overweight or obese, increasing to 31.8% in 10 to 11-year-olds. This means they are more likely to become obese adults who are more prone to a range of serious health problems, including heart disease, some cancers and Type 2 diabetes. These latest figures for Suffolk highlight the importance for families to cut back on sugar in the diet. Sugar is lurking in everyday food and drink, taking children well over the maximum recommended amount. To help parents take control, a new Sugar Smart app has been launched to help show how much sugar there is in everyday food and drink. The free app works by scanning the barcode of products and revealing the amount of total sugar it contains in cubes and grams. The county council is encouraging all parents across the county to download the app, to help protect their families from the health risks of consuming too much sugar. The Change4Life Sugar Smart app can be downloaded free of charge via the App Store or Google Play. The ‘Change4Life’ website also offers lots of free support, tips, ideas and recipes. There will be 25 Change4Life Sugar Smart roadshows, taking place across the country from January to March. , five million Sugar Smart packs will be given away to primary school children and their families via schools and retailer.

**Matthew Hicks - County Councillor for the Thredling Division**

**Tel : 01728 628176 Mob : 07824474741 E-mail :** [**matthew.hicks@suffolk.gov.uk**](mailto:matthew.hicks@suffolk.gov.uk)

**15.113 To receive the Police Report** – Mr A Ling read the report from Kesgrave and District Safer Neighbourhood Team. Forthcoming changes include Kesgrave SNT closing. Police are no longer expected to attend Parish Council meetings. The latest crime figures were difficult to read as title was missing from the top of the table. Vehicle Security encourages the public not to over-look importance of vehicle security reminding the public to remove valuables, fit security devices, ensure cars are locked, park in a well-lit place if not using a garage. Local Officers are: PC 450 Abigail, PCSO 3241 Thomas and PCSO 3199 Robertson. SNT Priorities are:

* To tackle the anti-social use of Motor vehicles at Martlesham Health.
* Promote safe cycling throughout the Kesgrave SNT area.
* Monitor speeding of vehicles on roads within the kesgrave SNT, including villages within the district.

**15.114 WSNT Priorities Setting Meeting Updates/Speedwatch/SAVID**

Mrs S Grant attended the SNT Meeting at Martlesham. Mrs S Grant informed Councillors that SNT groups are losing their jobs and need to reapply. There are more PC posts created if they want to apply but more will be desk bound with office type hours with only a year contract. They will not be driving around. They are working with parishes on speedwatch. Mr A Ling thanked Mrs S Grant for attending and the feedback given.

30mph stickers for residents in Otley have begun being distributed. A positive response has been received so far.

**15.115 Speedwatch Report by Tony Barrett**

No changes or matters to report since the last Parish Council Meeting.

**15.116 To receive the Community Council Report**

No changes or matters to report since the last Parish Council Meeting.

**15.117 Matters to be brought to the attention of the Council**

a) Councillors to review Risk Assessment, Standing Orders, Financial Regulations & Asset Register. It was resolved that the documents were up to date and relevant. Clerk to amend Asset Register and include Tempodis equipment. Proposed: Mr A Ling. Seconded: Mrs I Lincoln.

**15.118 Councillors reports and items for future agenda:**

a) Mrs S Grant informed Councillors of the discharge of sewage in Ipswich Road from the Environmental Agency. A letter has gone to all residents in Ipswich Road saying they must respond by 26th January 2016 with information regarding what sewage arrangements they have in place. It appears very few houses have a septic tank. Environmental agency will follow up if residents don’t reply. Environmental Agency can advise general public. A treatment plant is in the region of £10-12,000. Mrs S Grant to continue monitoring progress and outcome.

**15.119 Date of Next Meeting**

Monday 14th March 2016

With no further matters to discuss the meeting closed at 9.15pm