**OTLEY PARISH COUNCIL**

**DRAFT** Minutes of Parish Council Meeting held on Monday 14th March 2016

**Present:**

 Clerk: Mrs R Green

Chairman: Mrs I Lincoln-Vice Chair.

Councillors: Mr P Whiffing, Mr R Ling, Mr D Hook, Mr M Liddell.

The meeting opened at 7.30pm.

**15.200 Apologies for absence** – Mr A Ling, Mrs J Vaughan, Mrs S Grant, Mrs A Lord, Cllr Tony Fryatt, Cllr Matthew Hicks.

**15.201 Declaration of interest to items on the agenda** – Mr M Liddell declared an interest to item 7b Planning Matters; Bay Tree Cottage.

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

**15.203 Minutes of Parish Council Meeting held on 18th January 2016** – **it was resolved** that the minutes of the meeting circulated to all members, be signed as a correct record. Approved by all Councillors.

**15.204 Matters Arising** –

a) Tempodis 230 SI - Clerk to pursue Highways regards the signs to be used when camera not on post. A Memorandum of Understanding was signed and agreed with SCC. Clerk showed Councillors draft Risk Assessment for volunteers to ensure operations are carried out safely. Clerk to draw up final Risk Assessment. It was resolved that Councillors would look through equipment and aim to get cameras up and running. Clerk to check with V Osborne regards training. Clerk to check insurance for volunteers whilst by roadside.

b) Newlands bus shelter sign: Clerk to check with Highways that PC can put up a notice-board inside the bus shelter.

c) Following Clerk’s conversation with Mr Thorpe a letter will be written explaining PC have reconsidered the fencing situation but still believe no further action is required. Clerk to action.

d) Kerbing of unofficial layby at Gibraltar Road-Clerk has contacted Tony Buckingham as has Mr A Ling a response was received shortly after the previous meeting. Due to the Farmer requiring access there is very little that can be done. A polite sign could go on the farmers fence post requesting that vehicles do not park there but Highways can not enforce the issue. Signs cost between £5-£35.00 depending on wording and size. This is a matter Councillors would like to look into further. Proposed: R Ling. Seconded: P Whiffing. A Ling to contact farmer and discuss.

e) Community Emergency Planning –British Heart Foundation have been inundated with applications for defibrillators and is now closed. Online a DefibSafe and the SPI ipad costs £920.00 excluding VAT. Leasing is an option- 3 years @ £48.56 per month. Councillors were not in favour of this option. AED Cabinates cost either, £149.00, £249.00 or £395.00 which would be required if on the village hall outside wall. Prices vary depending on quality and heating. AED Cabinets offer Defib ipad SPI & outdoor cabinet for £1,095.00. A.D.A.M appeal charity have an online application to apply for a defibrillator but a significant amount of information is required before it can be filled in. It is then free with a donation from the organisation gaining it. Concern was raised for the battery life of a defibrillator and ongoing maintenance costs. Also identifying which defibrillators require mains supply electricity. M. Liddell will check battery life of his work defibrillator and contact Co-op at Claydon who now have one installed to see how they run it effectively. Clerk to discuss with Mrs J Vaughan any other progress on defibrillators. Discussion to be continued at next meeting.

5f) Clerk read notes from Mrs S Grant relating to sewage on Gibraltar Road. Currently there is no further information but Mrs S Grant is happy to chase. Councillors agreed this would be beneficial.

5g) Volunteers for Queen’s 90th Birthday. Mrs I Lincoln volunteered along with Clerk and Mr P Whiffing. Mrs I Lincoln to attend next meeting.

**15.205 Finance**

a) No cheques required authorisation of signature.

b) **It was resolved** to authorise payments since last meeting: £42.50 black/colour ink, £2.25 stamps =Clerks Expenses. £413.42 = Clerks Salary. Invoices authorised by email: £41.96 Newlands License. £70.00 Smartwheelie (30mph stickers) invoice received and signed. Proposed: Mr D Hook. Seconded: Mr P Whiffing.

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

 balances as 14/03/16 are as follows: Community C/Acc £1,069.68 CR

 Business Premium Acc £8,312.20 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. Due to End of Year Clerk has included Clerks Salary and Expenses within the un-presented cheques. Receipts match reconciled figure, previously at Sub-Committee meeting the original cheque for Royal British Legion was still being included. Figure removed from spreadsheet to allow everything to balance accordingly. Councillors were also given a copy of Cash Book, Bank Receipts, Purchase Ledger and details of money transferring in and out of the Instant Saver Account all for the whole financial year. Clerk will email copies to those councillors absent. Clerk will now prepare a Bank Reconcilliation Statement for Year End and an Out-Turn for 2015-16.

Current bank balances are healthy. Other than interest of £1.04 being added to the savers account this account hasn’t changed since the last meeting. The VAT of £798.46 has been deposited into the current account where it has been left in order to cover Clerk Salary & Expenses for January, February & March. (Submitted projected hours for whole month with it being end of year). Also to cover any other costs that recently went out (Newlands License & 30mph stickers) plus some spare.

The finance committee held a meeting prior to this evening. Overall amount in the accounts for end of year is slightly high, very similar to last year. Some of the money will go shortly for the monetary donations within Otley (£3,000 has been allocated). Clerk informed Sub Committee of a letter received from Barclays regards some changes to the savings account. Now to be called ‘Business Premium Account’. The changes will have minimal effect on the day to day running of the account. However, Mrs I Lincoln has offered to amend the timings of the bank statements to arrive earlier in the month so they will be more in line with PC meetings and also to receive the Savers Account bank statements quarterly.

P3 Grass Cutting Scheme has been received. Schedule is the same as last year minus footpath 30. Clerk to contact Robert Carlton to follow same set up as last year. Proposed: Mr D Hook. Seconded: Mr M Liddell

The committee reviewed the effectiveness of the Heelis & Lodge and are satisfied with the procedures and requirements. An audit plan is in place for 2016. Clerk is preparing necessary paper work ready for Audit and will arrange a date in April for Audit to take place. The 2016/17 budget was approved at the previous meeting on 18th January. The Risk Assessment, Financial Regulations, Standing Orders and Asset Register were circulated and approved at the previous meeting on 18th January 2016. The Clerk will continue to adhere to the Transparency Code. **It was resolved to accept these documents as up to date and still relevant.** Proposed: Mr P Whiffing. Seconded: Mr R Ling. All in favour.

The Finance Committee also discussed the monetary donation applications. A spreadsheet of requests and proposals of amounts was compiled and distributed by email to councillors. The responses were very positive. Mr P Whiffing suggested the money should be available for 12 months (end of PC financial year). Letter should state organisation should invoice PC when ready so money can be allocated. **It was resolved** that the amounts on the spreadsheet would be given. Proposed: Mr D Hook. Seconded: Mr R Ling. (see attached spreadsheet for specific amounts).

e) New Audit Regime- Councillors were given additional information via email prior to the meeting. Two councillors who were absent requested the decision remain the same. Councillors present reconsidered the decision of ‘opting –out’. **It was resolved** the decision remain the same. Otley Parish Council will still opt-out. Proposed: Mr R Ling. Seconded: Mrs I Lincoln. Clerk to contact NALC with final decision.

**15.206 Planning Matters**

a) To receive planning decisions:

**DC15/4852/PN3 Willowmead Alpaca Farm**- application refused. A response was received from Patricia Coyle in response to PC’s questions. No further action required.

 b) To receive any planning applications to consider:

**DC15/4974/FUL Shrubbery Cottage, Chapel Road Otley.** Proposal: Erection of 3 bay cart lodge measuring 11m x 6m x 5.4m. **No Objections**, but some suggestions.

**DC/16/0373/FUL Rosemary Cottage, Ashbocking Road, Otley.** Proposal: Replace timber shed with double garage, resurfacing driveway and re-site pedestrian access. **No objections**, but some suggestions.

**DC16/0316/FUL Hillview, Church Road, Otley.** Proposal: Application to Varying Conditions 2, 3, 5, 7, 16 and 24 of DC/13/3229/OUT to enable demolition in advance of discharge of condition and reserved matters applications. (Outline planning permission for redevelopment of site up to 35 dwellings, up to 900 square metres of B1 Commercial space, landscaping and access roads. Existing buildings to be demolished.) Clerk updated Councillors that Ian Baker from Laurence Homes is very approachable and has informed him the PC are keen to stay in contact. It was suggested that a pre-applcation meeting could be held. Clerk inform Councillors this has already been suggested by Mr A Ling and put to Ian Baker.

**DC16/0569/FUL Willowcroft, Chapel Road, Otley.** Proposal: Two storey rear extension and associated works. Demolition of existing chimney. Insection of new velux roof window into existing rear roof plane. **No objections.**

**DC16/0679/FUL Bay Tree Cottage, Chapel Road, Otley.** Proposal: Demolition of existing garage and construction of new garage. **No Objections**. Mr & Mrs Free (opposite house) have approached the Parish Council regards their concerns for a ‘lack of view’ if the garage is built with a pitched roof. Clerk shared concerns and pictures with Councillors. Councillors took on board their concerns but due to the date for submission of concerns/objections already passing (10th March) the Parish Council are unable to do any more. Clerk to contact Mr & Mrs Free with outcome of this matter.

**DC/16/0744/FUL Walnut Tree Farm, The Green Ashbocking.** Proposal: Erection of a crop and machinery store. Date for submission: 23rd March 2016. Currently being considered by Planning Committee.

**DC16/0783/FUL Roseberry House, Chapel Road Otley.** Proposal: Single storey rear extension & associated works. Date for submission: 24th March 2016. Currently being considered by Planning Committee.

**15.207 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 has been in touch with relations of the owner who will pass on message again. Clerk to resubmit a request to highways.

b)Bus Shelter Protection: It has been bought to the attention of the Parish Council that Soames will be closing end of July for school contracts and from then on winding up into the Autumn. Therefore a bus shelter protection barrier/ramp will no longer be required. Reconsider once Parish Council are clear upon what the future holds for the site.

c)Parking outside St Mary’s Church, Church Road: Mr A Ling remains in contact with Revd Jane Hall. Councillors to monitor and check bowls club car park is being used. Clerk to check it has been mentioned in Church Magazine.

d)Follow up from road closureB1078 Swilland Road. 15th-19th February 2016. A resident from the gibralter road /Ipswich road area has suggested to the council that a road block could be in place at the point where the three roads meet. Mr M Liddell also suggested meeting with Highways to plan in advance the signs that would always be needed at particular locations within the village to avoid problems had previously. Clerk to follow up with highways.

e)Councillors received notification of road closure: High House Road. 21/03/16-24/03/16. Highways have also informed clerk they will be returning to do future works, mainly in relation to the bridge.

f) Councillors received notification of road closure: Chapel Road 31/03/16–07/04/16. Various local business’ have been informed. Clerk has also been in contact with Highways highlighting concern for a road closure that is a main route in/out of the village and will affect a lot of residents. Highways say they will only shut sections as they work not the whole road from beginning to end. Clerk made highways aware that shutting road at the junction with Chapel Road and Church Road could cause potential problems too if not handled appropriately. Access will be available at the weekends and after work hours.

e) Letter received from Mr Bunn, Otley resident expressing concern for speed of traffic along Otley Bottom and passed Otley College. Clerk has already replied and explained this is something the Parish Council are looking into. Councillors suggested additional signage to warn drivers of the dangers.

f) Clerk to write a letter to Mr Taylor regards the over flowing pond on the corner of Thompsons lane. Water did subside but due to further rain over flowed again.

g) Email read to Councillors from Mrs J Hall regards collapsing ditch along Gibralter Road. Mr R Ling clarified where the location was so Clerk can now report to highways.

h) It has been bought to the attention of Councillors that a house along Gibralter Road has logs outside which could cause potential problems to vehicles. Clerk to contact owners and make polite request to remove and be aware of potential consequences.

**15.208 Rights of Way**

a) Local resident reported to Clerk unsafe stile along Gibralter Road. Mr R Ling has kindly fixed.

b) Public Footpath Sign along Church Road heading towards Otley Bottom has been reported as it is currently lying horizontal in hedge.

c) Empty Post on Church Road outside Moselle House has been reported as it is missing the sign ‘Clopton Green’. (Mr R Ling pointed out to Clerk this should have been included in Highways not Rights of Way).

**15.209 To receive the District Councillor’s report –** read by clerk on Mr Fryatt’s behalf.

**District Council Briefing March 2016**

Amalgamation with Waveney District Council

As you probably will have read in the press, we are investigating the possibility of combining Suffolk Coastal with Waveney District Councils. This would create one of the biggest Districts in the country (in terms of geographic area covered). We will be discussing this at our joint Cabinet meeting at the same time as your Parish Council meeting. The theory is that we could make additional savings by combining our teams. The two Councils have been sharing resources for over five years and this has resulted in some considerable savings. The next step would be more difficult with the merger of members, Cabinets and Council meetings.

Council Tax

You will have received your Council Tax bills with an explanation as to why Suffolk Coastal has decided to increase their part of the Council Tax for the first time since 2010. It was done reluctantly and after a lot of soul searching.

Planning - Site Allocations and Area Specific Policies.

After nearly 18 months of consultation, we have now completed the last stage in our 2013 Local Plan. The main thrust of this work is to decide where the developments should take place to meet our defined housing needs for the period to 2027. It has now been ratified by the Scrutiny Committee and will go before full Council on 24th March. If accepted, it should be submitted to the Planning Inspectorate in May. With a fair wind, it should be adopted in October/ November this year. There is no real impact for Otley. The housing increase over the period 2010 to 2027 for Otley is shown as 37.The number of consents granted over the period 2010 to date is 37. Hence no further increase is anticipated. This does not mean that there can be no small scale development but, when adopted, it gives great planning weight to resist any large scale speculative development. The plan for Otley can be found on Page 8 of Appendix 6-b on:

**http://www.suffolkcoastal.gov.uk/assets/Documents/District/Planning-policy/Local-Plan/Appendix-6-b-Marlesford-to-Yoxford.pdf**

Tony Fryatt

12th March 2016

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

Clerk read Cllr M Hick’s report in his absence.

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

**Suffolk County Council’s Children’s Services praised by Ofsted with “good” rating**

Suffolk County Council’s Children’s Services has been rated good by Ofsted following the publication of its inspection report on 15th February 2016. The report praises the work of the council in protecting and looking after children and young people, with some areas of outstanding practice highlighted in the report. The inspection was carried out between 23 November and 17 December 2015. 78 councils have been inspected so far under Ofsted’s new framework and no authority has been judged outstanding and of the last 17 inspections across the country, just one authority had been judged good, until Suffolk’s rating. This is a truly fantastic achievement and demonstrates the value that the council places on supporting the most vulnerable young people in Suffolk. Of course this achievement is testament to all the staff and local community partners who work with the county council on a daily basis. Ofsted praised SCC’s social workers who act quickly to ensure children in care in Suffolk are safe. Feedback indicated that they know children well, understand their needs, visit them often and listen to what they say. Children and their families receive a timely and comprehensive early help service. There is also good support for children that need foster carers or a family through adoption. Suffolk County Council is one of only a handful of local authorities in the UK to fully adopt the International Signs of Safety methodology. Ofsted’s report goes on to highlight that “Leaders have a comprehensive understanding of what needs to be achieved and have made sustained progress since the inspection of services for looked after children in 2010 and child protection in 2013, which both were judged to be adequate”. It says “Suffolk County Council is led by dynamic and capable leaders and managers and is delivering a good service overall to children and their families.”Ofsted also recognises that the authority underpins its services through the adoption of the Signs of Safety framework; an internationally recognised approach to organising and managing casework. Suffolk County Council is one of only a handful of local authorities to fully embed this system into its service and it is clearly bringing positive results.

**Continuing the push with Better Broadband for Suffolk with an interim satellite broadband scheme**

A resolution has now been reached between DCMS and the EU.  This will enable the county council to spend its full £30m of public funding, as well as the monies clawed back from the first contract a total of £33.9m. This is, however, subject to the county council running a one month public consultation with the market, to further ascertain and demonstrate that no commercial plans exist to intervene in the additional areas the council plans to target with the reinvestment.  This consultation will run over Easter, and will conclude on 8th April.  After April, the county council can complete the contracting process with BT and BDUK to embed the fully financed rollout plan into the contract, and commence community briefings in the early summer. The county council fully recognises the frustration out in communities regarding the delay, as well as the need for information to be shared as quickly and efficiently as possible. This resolution is a big step forwards, and does not involve actively conducting a full review of coverage with the market, but only consulting on the county council’s plans for reinvestment. In addition to this, DCMS are launching a flyer scheme to premises which they feel could benefit from the interim satellite broadband scheme; these will be distributed during the last two weeks of March.

**Publicly funded schools in Suffolk to benefit from £600k boost**

Publicly funded schools in Suffolk are set to benefit from a new £600,000 fund to assist in continuing to boost the attainment of pupils across the county. The fund has been created by the county council’s Raising the Bar Programme in conjunction with the Education Endowment Foundation (EEF).This prestigious new partnership will bring the very best in national education research into Suffolk’s schools at a time when education in Suffolk has now turned a corner and there are many more children and young people in good and outstanding schools. The county council wants to build on this success and now is the right time to work with the Education Endowment Foundation to bring the best possible education expertise and knowledge into Suffolk. Schools will be able to bid for money from the fund to use for projects that have been evaluated by the EEF and have shown promise in raising educational attainment elsewhere in the country.

By working together closely, the EEF and Suffolk County Council will be able to monitor how best practice can be rolled out to more schools. It is hoped that this pilot project in Suffolk could be expanded to other areas in the future. The new partnership builds on the established Raising the Bar Challenge Fund, which has seen more than 100 Suffolk schools receive a total of more than £400,000 in the last two years. Challenge Fund projects have focussed on improving literacy and numeracy in primary schools, boosting ambition and innovation in all schools, and closing the gap between disadvantaged pupils and others. Schools can find details of how to register their interest in the fund at [www.suffolk.gov.uk/eef](http://www.suffolk.gov.uk/eef)

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

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**15.211 To receive the Police Report**

No report received.

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

Mrs S Grant provided Clerk with notes in her absence: As of yet no areas for the Safer Neighbourhood Watch have been agreed. There is a meeting on 29th March to fold this group and disperse funds, but as we have only been part of this for 2 months Mrs S Grant does not feel it necessary to attend. Councillors present were in agreement.

SAVID meeting was postponed.

Extra 30mph stickers for residents in Otley have been ordered. Clerk awaiting arrival of stickers.

**15.213 Speedwatch Report by Tony Barrett**

No report received.

**15.214 To receive the Community Council Report**

Mr D Hook attended the recent meeting. Community Council are looking into having a dishwasher in the kitchen of the Village Hall. There was also a discussion about the idea of a skate park in Otley raised by some of the local children in Otley. There was a positive response. Potential locations included the playing field or Newlands site. The children are required to put together a proper proposal. The next meeting is on 25th April after the AGM. Mr M Liddell to attend on behalf of Parish Council.

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

a) Thank you letter from Otley Baptist Church was read by Clerk.

b) Clerk reminded Councillors to be vigilant of thefts and break-ins after Otley Village Store had their fruit and vegetable delivery stolen in the early hours of Saturday 5th March 2016. Reminder is on Otley Parish Council website to promote public awareness.

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

None received.

**15.217 Date of Next Meeting**

Monday 16th May 2016 (AGM)

With no further matters to discuss the meeting closed at 9.30pm