

## OTLEY PARISH COUNCIL

**APPROVED** Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> July 2021

The meeting was held in Otley Village Hall following Government guidelines in relation to Covid 19 rules and regulations.

**Present:**

Clerk: Mrs R Green  
Chairman: Mr A Ling  
Councillors: Mr M Liddell, Mrs J Vaughan, Mr M Hunt, Mrs S Courtney

The meeting opened at 7:35pm.

**21.034 Chairman's Welcome and Apologies for absence** – Apologies were received from Mrs S Grant and Mrs A Lord.

**21.035 Declarations of interest to items on agenda** – There were no declarations of interest.

**21.036 Public Forum** – 1 member of the public was in attendance. Also County Councillor for Carlford, Elaine Bryce joined the meeting. Elaine spoke to the Parish Council introducing herself and her role as County Councillor. Elaine is on the Education and Children's services Scrutiny Committee. Elaine is also involved in the Corporate Parenting Board which has the responsibility for Suffolk meeting its duties to children and young people in care and care leavers. Elaine spoke of the school transport funding and the issues it has caused for some parents. The admissions policy and transport arrangements have affected Otley significantly however there has been a positive outcome for children accessing transport to Farlingaye High School. Elaine is proud of the way in which the County has provided the Covid vaccination. Elaine is happy to support Otley Parish Council in any way she can. Clerk has contact details if necessary. Mr A Ling thanked Elaine Bryce for introducing herself in person and attending the meeting.

**21.037 Minutes of the Annual Parish Council Meeting held on 17<sup>th</sup> May 2021** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

**21.038 Matters arising -**

- a) Neighbourhood Plan- Mr M Liddell spoke to Councillors and explained that the NHP was moving along slowly.
- b) Update on potential new dog bin- situation being monitored
- c) electric car points- no further update at present.
- d) Countryside Code of Conduct poster- Mrs J Vaughan to action.
- e) Quiet Lanes Project- Nothing further to report at present.

**21.039 Finance –**

a) **It was resolved** to authorise BACs/cheques for signature:

Trevor Brown (Internal Audit)- £100.00 Proposed: Mrs J Vaughan. Seconded: Mr M Liddell

b) **To receive and approve payments since last meeting:** Clerks Salary: £195.50

Clerks Reimbursements: none

Proposed: Mrs J Vaughan, seconded: Mrs S Courtney.

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

Balances are as follows:	Community C/Acc	£ 452.74 CR
	Business premium Acc	£ 12,792.16 CR

Bank Balances confirmed as correct. Clerk emailed a copy of the bank reconciliation to Councillors prior to the meeting. There had been minimal changes since the last meeting. Only last clerks payment and tax deductions along with the noticeboard backing as approved. 26p of interest has been added to the Savers account. All figures match with cashbook log, bank reconciliation and bank balances.

d) The Internal Audit has been carried out by Mr Trevor Brown. Feedback from the Clerk was as follows: The Internal Auditor was happy with the overall adequacy of the financial arrangements that are in place. Administration of financial affairs and information for Councillors to make informed decisions are adequate too. The internal auditor was happy with the figures produced for the Annual Governance and Accountability Return (AGAR) and signed his section. It was noted that Box 9 referring to the Asset Register needed amending. The new figure is £17,245 not £16,738. Clerk explained to Internal Auditor this was human error

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due to the old laptop being deducted but the formula not including the box with the new laptop. (New figure to be reported later on the agenda).

Various documents are all published on the website as necessary. Although the Minutes were up to date at the time of the Audit, Minutes need to be published as soon as possible on the website in draft form and later approved form. Also, hard copy needs to be signed on each page by Chair of the meeting.

Cashbook spreadsheets were found to be in good order and well presented. A good audit trail was found and well referenced. If a refund occurs another time it needs to be deducted from payments to avoid artificially inflating the income figures.

VAT has been reclaimed and Clerk has amended the VAT spreadsheet for this current year to include £10 needing to be reclaimed. Also the figure for the significant variances have been changed from 22.1% to 22.9%.

Bank Reconciliation sheets are produced throughout the year and the Internal Audit showed a match to figures Clerk produced for the End of Year.

Internal Controls and the Management of Risk, Budgetary Controls, Income Controls, Transparency Code Compliance, Payroll controls, Year End Procedures, Internal Financial Controls and External Audit requirements all in place and fine.

Trevor was a pleasure to work with when carrying out the Internal Audit. Sadly he will not be able to provide his services next year as he is easing back on his commitments.

Councillors had been emailed a copy of the Internal Audit Report prior to the meeting. It was resolved to accept the Internal Audit report. Proposed: Mrs S Courtney Seconded: Mrs J Vaughan.

**e)** Asset register adjustment to be approved: As previously mentioned in 21.039 d) the asset register required an adjustment in the total asset figure. The actual figure is £17,244.75. It was resolved to approve the new figure. Proposed: Mr M Liddell Seconded: Mrs J Vaughan. Mr M Hunt said he would dispose of the old lap top appropriately.

**f)** End of Year accounts and Annual Governance statement (Documents for AGAR) -All Documents were published on website by 2<sup>nd</sup> July as part of the transparency code. Exemption certificate has been sent to PKF Little John. Usually an email confirms we will not be audited

### **21.040 Planning –**

a) To receive planning decisions:

Ref: DC/20/3818/OUT

Address: **Land to the North of Wood Farm Helmingham Road Otley Suffolk IP6 9NS**

Proposal: **Outline Application (with some matters reserved) for the phased development of 12 self build and custom house building serviced plots, including 6 starter homes and 3 discount market sale affordable housing plots.**

Date for Submission of comments: 28<sup>th</sup> October 2020.

The Parish Council submitted objection to this application.

**Continues to be-Awaiting Decision** It appears that the application is delayed and extended to the end of April.

A letter has been sent to East Suffolk regarding drawings proposed as part of an amendment for application DC/20/3818/OUT. No further decision by East Suffolk has been made. Also a Freedom of Information request has been made in relation to this application.

June 2021: Otley Parish Council have also seen the 'Planning Policy and Delivery Comments' relating to application DC/20/3818/OUT and responded to East Suffolk with a comment that agreed with their conclusion and therefore remain with an objection to the application.

Ref:DC/20/4524/FUL

Address: Land to the rear of Tithe Barn Hal Lane Otley IP6 9PA

Proposal: **5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building**

Date for submission of comments: 18<sup>th</sup> December 2020

The Parish Council submitted a non pecuniary interest to this application and responded no objection.  
**(see additional application below)**

Ref: DC/20/4524/FUL

Address: Land To The Rear Of Tithe Barn Hall Lane Otley Suffolk IP6 9PA

Proposal: [5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building](#)

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Response required by 24<sup>th</sup> May 2021

The Parish Council submitted a non pecuniary interest to this application and responded no objection as previously sent.

**Application Permitted 01/07/21**

Ref. No: DC/21/1508/FUL

Address: West House Helmingham Road Otley Suffolk IP6 9NR

Proposal: [Replace existing flat roof with a new pitched roof and form side gable. Application of render finish to the existing house.](#)

Response required by 1<sup>st</sup> June 2021.

The Parish Council submitted a response of no objection to this application.

**Application permitted 23/06/21**

Ref.No:DC/21/2247/FUL

Address: Otley Hall, Hall Lane, Otley Suffolk IP6 9PA

Proposal: Erection of freestanding pergola.

Response required by 9<sup>th</sup> June 2021.

The Parish Council submitted a response of no objection to this application.

**Application Permitted 06/07/21**

Ref.No: DC/21/2346/PN3

Address: Wood Farm Helmingham Road, Otley Suffolk IP6 9NS

Proposal: Prior approval for a proposed change of use and conversion of an agricultural building to a dwelling.

Response required by 15<sup>th</sup> June 2021

The Parish Council submitted a response of no objection to this application.

**Application Permitted 06/07/21.**

Ref.No: DC/21/2517/FUL

Address: Willowcroft, Chapel Road, Otley Suffolk IP6 9NU

Proposal: Increase height of double garage by 900mm to accommodate a gym at first floor.

Response required by 18<sup>th</sup> June 2021.

The Parish Council submitted a response of no objection to this application.

**Awaiting Decision.**

Ref.No: DC/21/2650/FUL

Address: Moat Farm Monewden Road, Otley Suffolk.

Proposal: Extension of existing concrete farm yard to provide improved access to existing agricultural buildings and trackway to access farmland.

Response required by 29<sup>th</sup> June 2021.

**Awaiting Decision.**

Ref.No: DC/21/2407/FUL

Address: Land Adjacent, 3 Boundary Cottages Ashbocking Road Otley Suffolk IP6 9NH

Proposal: Construction of a pair of semi-detached dwellings and associated vehicular access.

Response required by 30<sup>th</sup> June 2021.

**Awaiting Decision.**

b) To consider the following applications:

Ref.No: DC/21/3119/FUL

Address: Moat Farm, Monewden Road, Otley, Suffolk.

Proposal: Creation of farm habitat lake.

Response required by 30<sup>th</sup> July 2021.

Clerk to respond 'no objection' to DC/21/3119/FUL.

### **21.041 Highways**

a) A resident has contacted clerk regarding the road sign 'Ipswich Road' having fallen off the posts. Report to highways.

### **21.042 Rights of Way**

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- a) RC Contracts – Invoice for grass cutting should be arriving soon.
- b) Footpaths and signage is on going. Reports are made and made again but little seems to be done which is disappointing.

### **21.043 County Councillor's Report** – Cllr T Fryatt's shared his report with the Parish Council.

*Tony Fryatt – Briefing headlines for July SZC Awaiting Transport document. Consultation in progress on a number of issues but mainly about the changes relating to HGVs on the A12. Little said about increase in traffic on local roads. Chapel Field, Grundisburgh Not passed because of concerns about highway safety. Awaiting a site visit. Planning changes following the Queen's speech. Great deal of concern. Has become very political. One of the major factors in the recent local election. Aldeburgh Result. Lost a seat to the Greens. Close run race Community Partnership The latest will be held on 12 July and meeting will concentrate on: Consideration of new Environmental Care Projects Key areas: a) Rewilding Project b) Environmental Advice Hub c) Green Communities Presentation on Road and Transport Safety Discussion on Road and Transport Safety To discuss the Community Partnership's road and transport safety priority Community Partnership. Protecting East Suffolk's historic environment Tony Fryatt 11-07-21*

**21.044 Community Police Report** – No statistics to report for April 2021. May 2021- 1 act of violence & Sexual Offence reported on or near Ipswich Road/ Thompsons Lane. Also 1 act of Theft near Vine Road, Otley. No additional information is provided like what was previously shown on the website.

**21.045 Speedwatch Results** – Clerk received an email from Tony Barrett. The Speedwatch team continue with speed checks along Chapel Road and Helmingham Road. There are usually high percentages of speeding on Helmingham Road but the amount of traffic is light. They are waiting on Police approval for two new sites. They have been fortunate enough to recruit a new member to the team. Mr Barrett also expressed the importance of the auto 30mph sign as they are an important part of the calming measure within the village and work well with a speedwatch presence. It was suggested the Clerk writes a letter of thanks to Mr Barrett for his continued work on the Speedwatch.

**21.046 Community Council Report** – The Picnic Event was successful on Saturday just gone. It was worth all the effort and hard work. However, there is a great need for more people to join the Community Council in order to generate a team of helpers. A commercial dishwasher is a priority for the village hall. The bar refurbishment is on going. It's been striped out and walls and ceiling have been re-painted. Additional work needed doing requires a professional in to do it.

### **21.047 Matters to be brought to the attention of the Council**

- a) Otley Play Area- new bark required and attention to drainage. Costing is approximately £3000. Mrs J Vaughan said it would be good for residents and locals to see visually what money is spent on. It was suggested maybe asking Tony Fryatt for funding to help towards the cost. Mr A Ling to make enquiries.
- b) It appears that residents can sometimes become a little confused as to what the responsibilities are of members of the Community Council and those of a Parish Councillor. Mrs J Vaughan is happy to make a Parish Council list. Mrs S Courtney is happy to do a Community Council list.
- c) Mrs S Courteney raised the issue of a bin by the basket ball hoop. As the council empty the bins on the village hall site it will be difficult to make a request for one to be position by the basket ball hoop as it is too far over the other side of the playing field.
- d) As with the Community Council the Parish Council needs new members to come and join and be the next generation to support the village.
- e) Clerk in formed Councillors that the defibrillator was requested in June but not actually used.

### **21.048 Councillors' reports and items for future agenda** -none

**21.049 Date of next meeting** – Monday 13<sup>th</sup> September at 7.30pm in the Village Hall. Depending on government guidelines this meeting may be held remotely. Details will be published nearer the time.

With no further matters to discuss the meeting closed at 8:45pm

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