

OTLEY PARISH COUNCIL

APPROVED Minutes of Annual General Meeting held on Monday 27th May 2020
The meeting was held remotely using 'Microsoft Teams'.

Present:

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

The meeting opened at 7:46pm. (due to technical issues).

20.001 Nomination to Chair Meeting – Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr M Liddell

20.002 Acceptance of Office

Chairman - Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr M Liddell. **It was resolved** that Mr A Ling would continue to be the Chairman for Otley Parish Council. All in favour. Declaration of Acceptance of Office signed.

20.003 Appointment of Officers

Vice Chairman- Mr M Liddell. Mr M Liddell was proposed by Mrs S Grant and seconded by Mrs J Vaughan. **It was resolved** that Mr M Liddell would continue to be Vice Chairman. All in favour.

Otley Community Council representative -	Mr A Ling*
SALC representative -	Mr A Ling*
Responsible Finance Officer -	Mrs R Green*
Service Administrator-	Mrs R Green*
Emergency Planning Officer -	Mrs J Vaughan*

Finance Committee - Chairman Mr A Ling, Mr M Liddell Mrs J Vaughan*

Planning Committee - Chairman Mr A Ling, Mrs S Grant, Mr M Liddell and Mrs J Vaughan*

Rights of Way – Mrs S Grant*

Woodbridge SNT/Priorities Setting Meeting representative- Mrs A Lord*

Delegated Human Resources Person- Mr M Liddell & Mr A Ling*.

(* Proposed on block by Mrs S Grant and seconded by Mrs S Courtney all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms are all within 4 years so no need to re-sign this year.

20.004 Apologies for absence – Cllr Mr T Fryatt.

20.005 Declarations of interest to items on agenda – None declared .

20.006 To Co-opt a member to Council – No members to Co-opt to Council.

20.007 Public Forum – No members of the Public in attendance. The meeting was advertised on the website, notice boards and village facebook page requesting members of the public to contact the Clerk if they would like a virtual invite. No requests were made.

20.008 Minutes of Parish Council Meeting held on 27th March 2020 – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

20.009 Matters arising -

a) Neighbourhood Plan- Mr M Liddell spoke to Councillors and said the Draft Plan was beginning totake shape. The aim is to have a draft plan complete by the Autumn. Dueto Covid delays have occurred and therefore May next year is a potential completion. MrA Ling asked if there were any questions. There were none. Mr A Ling gave thanks to Mr M Liddell followed by Mrs J Vaughan and Mrs S Grant.

b) Clerk explained how a letter had been sent regarding the potential removal of the BT Phone Box outside the Shop/Post Office requesting it remains as a phone box. Further correspondence has been received

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about the phone box being adopted. The Parish Council are keen to keep the phone box as a working phone box. However if the time has come where this is no longer possible then they are willing to adopt. Clerk to respond to current correspondence with another request to keep. Mrs J Vaughan to speak to Post Mistress about the issue before any further action is taken.

20.010 Finance –

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

SALC membership: £330.71 Tayna Ltd £81.96- VAS Batteries (authorisation given by email)

Internal Audit Services: £100.00

Proposed: Mr M Liddell Seconded: Mrs A Lord

C&L Construction(BSE) Ltd : £1,522.20 (incl VAT)- Village Hall car park resurfacing.

Proposed: Mrs J Vaughan. Seconded: Mr M Liddell.

b) **To receive and approve payments since last meeting:** Clerks Salary: £325.50 (April/May/June)

Clerks Reimbursements:£5.65 (A4 jotter for minute taking and A4 printer paper)

Proposed: Mrs SCourtney, seconded: Mrs J Vaughan.

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

Balances are as follows:

Community C/Acc £ 412.74 CR

Business premium Acc £ 11,442.51 CR

Bank Balances confirmed as correct. Clerk emailed a copy of the bank reconciliation to Councillors prior to the meeting. New starting balances as of 1st April 2020 were £325.41 for Current Account and £9,537.93 for Business Premium Account which matches the End of Year Bank Balances and AGAR. Only payment out so far is SALC membership and Tayna Ltd for VAS Batteries. The first instalment of Precept has been received which is £2,401.78. £2.80 of interest has been received into the Business Premium Account. Bank Reconciled as £11,855.25 with additional payments to deducted from 20.010 a) and b).

d)**To receive the internal audit report** – The internal audit report was emailed to Councillors prior to the meeting. A copy of the full report will be available to see on the website as part of the Transparency Code. The report was discussed in full by Councillors. The report can be summarised as follows:

Effective Governance arrangements are in place and are adequate.

Report states that Clerk provides adequate financial management to enable the Council to make well informed decisions.

The accounts were confirmed to be as the Clerk stated and those figures agree with Section 2 of the Annual Governance and Accountability Return (AGAR).

The Standing Orders require a minor change regards the wording of the Data Protection Officer. (Other amendments have been received from SALC recently so Clerk suggests an interim review of the Standing Orders rather than waiting until next January when due).

When the minutes are signed from now on the Council must ensure they are initialled by the chair of the meeting at which the minutes are approved.

The Clerk will be aware of any up dates on the potential updated version of the Code of Conduct.

Cash book spreadsheets were found to be in good order and well presented.

The Council need to be aware of purchasing leavers gifts and to seek further advice on the General Power of Competence.

Budgetary controls are in place.

The Internal Auditor suggested to the Clerk to specify on the Online Banking Risk Assessment how many Councillors authorise an online transaction. Also to detail this in Financial Regulations (item 6.12 & 6.13).

Payroll Controls, Asset Controls all satisfactory. Clerk explained PAYE was being looked into.

Bank Reconciliations given to Councillors regularly throughout the year and the End of Year accounts agreed with the overall Bank Reconciliation on 31st March 2020.

Sample audit trails were examined and all were found to be in order. Internal Financial Controls all in place.

External Audit not required 2018/19 Clerk plans to complete exemption form this year for the same to occur.

The Annual Governance and Accountability Return was presented and the section 'Annual Internal Audit Report 2019/20' has been signed by the internal auditor. No issues were raised by the internal audit.

It was resolved to accept the Internal Audit Report for 2019/20. Proposed: Mrs A Lord Seconded: Mrs S Courtney. All in Favour. Mr A Ling and Councillors thanked and praised the Clerk for the preparation of the accounts for the internal audit. Clerk thanked the Internal Auditor for his friendly but professional help when carrying out the Internal Audit.

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e) Acceptance of year end accounts and annual governance statement –

i) Councillors were in agreement with the End of Year figures presented by the Clerk. **It was resolved** to sign off the Bank Reconciliation Statement for Year Ending 31st March 2020. Proposed: Mrs J Vaughan Seconded: Mrs S Courtney All in favour. Mr A Ling signed the Bank Reconciliation Statement sheet. Clerk had signed prior to the meeting due to Covid 19 restrictions and the meeting being held remotely. A copy of which will appear on the website as part of the Transparency Code and publishing documents associated with the End of Year accounts.

ii) The year end submission to the External Auditors- PK Little John LLP, incorporating the Statement of Accounts and the Annual Governance Statement was presented by Mrs R Green and discussed in full. Otley Parish Council considered the findings of the review of Section 1 Annual Governance Statement. Mr A Ling read the statements to councillors. **It was resolved** to approve and accept them in their present form. Proposed: Mrs S Grant seconded: Mr M Liddell. All in favour. Documentation was signed.

iii) The Responsible Financial Officer- Mrs R Green signed and dated Section 2 Accounting Statements 2019/20 for Otley Parish Council prior to the meeting due to Covid 19 restrictions and the meeting being held remotely. It was then presented to Otley Parish Council. Councillors considered the Accounting Statements 2019/20. **It was resolved** to approve and accept this in its present form. Proposed: Mrs A Lord Seconded: Mr M Liddell Mr A Ling as Chair signed Section 2 Accounting Statements following approval. Clerk/R.F.O signed prior to being presented to the authority for approval as stated on Section 2-Accounting Statements. Clerk had emailed Councillors prior to the meeting a 'significant variances' sheet which compares difference between figures for 2019/20 and 2018/19 with a 20% decrease or increase and explains why. The sheet was discussed and is mainly due to the grant received for the Neighbourhood plan and the spending of this grant. This will also be available on the website as part of the transparency code.

iv) The Certificate of Exemption was signed by the Chairman (Clerk had done so prior to the meeting). **It was resolved** that this be accepted in its present form. Proposed: Mrs A Lord. Seconded: Mrs S Courtney. All in favour. Clerk will ensure submission is completed to PK Little John before the closing date 31st July 2020.

v) Clerk had made Councillors aware of the 'Annual Governance and Accountability Return 2019-2020 Addendum – coronavirus emergency regulation changes' prior to the meeting but reminded them again during the meeting that the closing date to submit AGAR was 31st July 2020. Also the requirement date for the public inspection period to include the first 10 working days of July had been removed. There will be a 30 day 'Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return' Otley Parish Council's date will begin Monday 3rd August-Friday 11th September 2020. Notice of Public Rights & Publication details will be on the noticeboard and website. Members of the public can contact the Clerk to see last year's books. Documents will be available on the parish council website (otley.onesuffolk.net) as part of the transparency code. **It was resolved** the dates of inspection to be 3rd August -11th September 2020. Proposed: Mr M Liddell. Seconded: Mrs S Grant. All in favour.

20.011 Planning –

a) To receive planning decisions:

Ref No: DC/19/4657/FUL received December 2019.

Address: **Blue Barn Farm, High House Road, Otley, Ipswich Suffolk**

Proposal: To install gable windows being slots including opening to fire exit purposes. Wood burner flue, north elevation roof. Utility door, now shown on elevation (missed on Class Q application).

Date for submission of comments: 20th December 2019.

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

Application Permitted 15/04/2020

Ref: DC/20/0707/FUL received 27th February 2020.

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

Proposal: Change of use and conversion of barns to a dwelling.

Date for submission of comments: 17th March 2020.

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

Application permitted 30/04/2020

Ref: DC/20/1870/OUT

Address: **Land South of Church Farm House, Church Road Otley.**

Proposal: Proposal for outline application for the erection of 7 residential dwellings and provision of an

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access road off church road Otley with all other matters reserved.
The Parish Council submitted **objection** to this application.
Application Refused 27/07/2020 (Clerk was notified this evening of this outcome).

Ref: DC/20/1250/FUL
Address: **Stanaway Farm Charity Lane Otley IP6 9NA**
Proposal: Use of building for class B2 (industrial)
The Parish Council submitted **no objection** to this application
Awaiting decision

Ref: DC/20/1726/OUT
Address: **Wood Farm, Helmingham Road, Otley IP6 9NA**
Proposal: A phased development of nine self build dwellings.
The Parish Council submitted **objection** in time for the closing date to respond: 11th June 2020. The consultation period was then extended to 2nd July due to missing information. The Parish Council then responded again with **objection**.
Application refused 07/07/2020

Ref: DC/20/2029/LBC
Address: **Otley House Helmingham Road Otley IP6 9NR**
Proposal :Listed Building consent- removal of two vertical timber studs and cross bracing in partition wall between kitchen and dining room to enable installation of dresser.
Date for submission of comments: 1st July 2020.
The Parish Council submitted **no objection** to this application.
Application permitted 24/07/2020 (Clerk notified since writing agenda)

Ref: DC/20/1923/LBC
Address: **Otley House Helmingham Road Otley IP6 9NR**
Proposal: Listed Building Consent- to dismantle top 2/3rds of existing chimney and rebuild in same brick like-for-like to eliminate crack which is causing water ingress.
Application Withdrawn 18/06/2020.
(Application was withdrawn before the closing date for responses, hence no response submitted from the Parish Council).

Ref: DC/20/1606/FUL
Address: The Chestnuts, Helmingham Road, Otley IP6 9NS
Proposal: Demolition of existing garage and replacement with fully wheelchair user annex and provisions for live in carer. Erection of new 3 bay garage.
The Parish Council submitted **no objection** to this application on the condition the annex remains part of the main house. Not all councillors were in favour of this application.
Application refused: 15/06/2020.

Ref: DC/20/2018/FUL
Address: **Homeland House, Ashbocking road, Swilland, Ipswich Suffolk IP6 9LJ**
Proposal: Continued use of storage container and portacabin for dress hire and storage of musical equipment with associated office.
The Parish Council submitted **no objection** to this application but did highlight concerns which had be raised and requested they be noted.
Awaiting Decision.

b) To consider the following applications:
The Parish Council discussed the following applications:
Ref: DC/20/1967/FUL
Address: **8 Vine Road, Otley, Suffolk. IP6 9NZ**
Proposal: Erection of detached two/three bedroom chalet bungalow. Reconstruct driveway for shared access with no.8 Vine Road.
Date for submission of comments: 28th July.
In 2006 an application was turned down. The Parish Council believe it is 'backland' development. Concern for adjoining properties, removal of trees, congestion on driveway. The Parish Council object. Clerk to request an extension if possible as response requires a detailed explanation of reasons for objecting. Clerk to draft letter for Councillors then send to East Suffolk.

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Ref: DC/20/2599/TPO

Address: **10 Chapel Road Otley IP6 9NT**

Proposal: T2, Sycamore. Lowest southern laterals to be shortened to abate future damages to building. T3, Ash. Deadwood, Clean old failure wounds. Remove low northern limb to stem union at 2.5m.

Tree reported as dying, and branches reported as having fallen off. Concern if tree totally fails it will be an H & S issue and cause considerable damage to one of our bungalows in Vine Close and a private one in Little Meadow.

Date for submission of comments 7th August 2020.

The Parish Council have no objection, Clerk to respond to East Suffolk.

Ref: DC/20/2455/FUL

Address: **Picton House Helmingham Road Otley, IP6 9NR**

Proposal: Proposed two storey addition and car port.

Date for submission of comments: 10th August 2020.

The Parish Council do not object to the two storey extension but do have concerns and objections to the car port as it is adjacent to the road and changes the street view. Clerk to respond to East Suffolk.

20.012 Highways

a) Clerk notified Councillors of an up and coming road closure relating to Otley. Mrs J Vaughan to post on facebook.

20.013 Rights of Way

a) RC Contracts has completed the first cut. Second cut due end August/beginning of September.

b) Mrs S Grant has formulated a list of Footpath signs that need repairing, replacing or additional signage required. Clerk yet to report but will make a priority.

c) Mrs A Lord stated she had received contact from a resident asking about footpaths and the Clerk may receive an email regarding cutting.

20.014 County Councillor's Report – Cllr T Fryatt's Report was read on behalf of Cllr T Fryatt by the Clerk.

District Councillor's Report - July 2020

Grants, funding and business matters

Applications for Covid 19 related business grants have slowed down considerably. As of 17 July we had issued grants to over 5,500 local businesses and totalling over £63.1m. Funds within the discretionary scheme are anticipated to be fully allocated shortly and we are urging those organisations who believes they are eligible but have not yet applied to do so as soon as possible. Test & Trace The government has introduced new legislation, The Public Health (Coronavirus, Restrictions) (England) (No3) Regulations 2020, vesting powers with the Director of Public Health to close or place restrictions in premises, on events and in public outdoor places where there is a serious and imminent risk to public health. The powers can be used to prevent, protect, control or respond to infection and must be proportionate to the risk identified. These new powers go some way to address the concerns raised by the Council about the limitations of existing powers.

Refuse collection We are continuing to work with Norse to look at how we can return to 'normal' crew working: that is, three in a cab instead of two, and ending Saturday green bin collections. We are liaising with Norse to see how we can do this in a way that is in accordance with government guidance, and are targeting a date of the end of August for this. Leisure Centres We are working with our leisure providers to ensure that leisure centres can open as soon as possible. At the moment, this is looking like an early August opening. Details are being finalised around how operators will be able to open facilities safely. There will be some impacts on customers in terms of the facilities that are available to use – at least in the short term.

Financial position.

Despite the very welcome support from the Government, we are still expecting a financial shortage of £4.5m this year and £3.2 m next year. Our strong level of reserves should help to absorb some of the pressure, and we are in a more comfortable position than many other local authorities.

Community Partnerships

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There have been meetings around the District to gain an understanding of the needs of the communities.

The four priorities approved by the Communities Partnership must be the focus of funding allocation. Some opportunities can align with more than one priority at a time. Below are some examples to begin the discussion. These suggestions come from active work within the community with various groups, hidden needs and other data, and discussions with local residents. The four priorities are;

- 1. Reducing social isolation and loneliness*
- 2. Environmental care and sustainable transport*
- 3. Helping people to age well*
- 4. Traffic and road safety.*

We are currently organising a number of meetings with the Parishes in Carlford/ Fynn Valley to find out the issues that are important to them and what action needs to be taken.

Planning Committees

We have now found a way to hold Planning Committee meetings and meet the legal requirements. It is achieved using ZOOM for the members and speakers with access via telephone apps for anyone in the community. We have now held, successfully, four such meetings (two in the North and two in the South.)

Civil Parking.

East Suffolk has now taken over full responsibility for civil parking arrangements within the District. This includes parking controls and administration as well as setting the parking charges throughout District Controlled car parks.

Tony Fryatt

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Mr A Ling thanked Mr T Fyatt for sending us a report. No further questions.

20.015 Community Police Report – No statistics to report.

20.016 Speedwatch Results –Speedwatch statistics had been published on facebook recently highlighting the concern for speeding traffic particularly along Helmingham Road. Drivers are speeding considerably faster than the 30mph they should be doing. Comments from Facebook users showed concern and worry.

20.017 Community Council Report – Mr A Ling shared information from the Community Council. Pilates is potentially going to happen again in the Village Hall. A big clear out has been happening and old accumulated rubbish has been cleared. A new floor is due to go down in the bar area along with new cupboards and a coat of paint. The week before lockdown a new PA system was installed allowing CD's/Bluetooth wireless speakers be used. This is independent of TOP's equipment. It promises to be a good addition to those hiring the Village hall. Car Park has been repaired (invoice signed off earlier in meeting). The recycling bins are under review. Concern for the consistent leaving of glass and clothing making the area unsafe and messy. Although they are a good resource if they continue to be abused then potentially they will go. The Community Council wish to encourage sensible and appropriate use of the recycling bins.

20.018 Matters to be brought to the attention of the Council

- a) Mrs A Lord requested a thank you letter be sent to Mrs S Sledmeer for the work on the pebble display and to Mr Haag for donating the land it is displayed on. Clerk also to write thank you letters to others in the village for work and support during the Covid pandemic.
- b) It was questioned how the Parish Council could be expanded and more Councillors encouraged to join.

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20.019 Councillors' reports and items for future agenda -none

20.020 Date of next meeting – Monday 7th September at 7.30pm in the Village Hall, back room. 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 9:00pm

Signed Dated