

## OTLEY PARISH COUNCIL

### DRAFT Minutes of Annual General Meeting held on Monday 15<sup>th</sup> May 2017

#### Present:

Clerk: Mrs R Green  
Chairman: Mr A Ling  
Councillors: Mr R Ling, Mrs I Lincoln, Mr D Hook, Mrs S Grant, Mr M Liddell, Mrs J Vaughan, Mrs V Osborne

The meeting opened at 7:58pm.

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

#### **17.016 Acceptance of Office**

Chairman - Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr M Liddell. Declaration of Acceptance to Office signed and witnessed by the Clerk. Mrs I Lincoln was proposed by Mrs J Vaughan and seconded by Mrs V Osborne as continuation of Vice Chair.

#### **17.016 Appointment of Officers**

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

Finance Committee - Chairman Mr A Ling, Mrs I Lincoln and Mrs V Osborne\* (Mr R Ling to step down from this appointment and Mrs V Osborne to replace).

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

Rights of Way - Mr R Ling\*

Woodbridge SNT/Priorities Setting Meeting representative- Mrs S Grant\*

SAVID – Mr D Hook\* (Mr D Hook did point out that this appointment may no longer be required in the near future).

(\* proposed on block by Mrs S Grant and seconded by Mr D Hook, all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year.

**17.017 Apologies for absence** – Mrs A Lord and Mr T Barrett.

**17.018 Declarations of interest to items on agenda** – none received.

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

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

**17.021 Minutes of Parish Council Meeting held on 13<sup>th</sup> March 2017** – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

#### **17.022 Matters arising -**

- Mr A Ling explained to councillors what is happening regards Norse and that the barrier would no longer be required. There appear to be a lot of changes going on at Norse and the new management are not convinced that Chapel Road Otley is the right site for carrying out maintenance of the buses. Whilst deciding what they will do in the meantime the barriers have been removed. They will not be returning in the foreseeable future. Clerk has written to Mr B Childs to thank him for his assistance in helping with the covering of the white barrier despite not being required now. Verbal thanks also given to Mr J Green.
- Clerk wrote a letter to the Churchwarden Mr Nigel Crowley regards additional burial ground from Laurence Homes and handed over contact details. Since the previous meeting the Church have come back to the Parish Council again with a letter requesting financial assistance for the legal fees. Mr A Ling read the letter (dated 09/05/2017 from Mr N Crowley). The letter stated the legal fees would amount to approximately £1,500 and the church would be very grateful if the PC would consider making a contribution towards this cost. The Parish Council agreed they would pay a maximum of £1,500 to the church for legal costs. Mr M Liddell suggested the Charity \*\*\*\* where people volunteer time such as legal assistance. Mr M Liddell is happy for the Church to contact him for further details. Mrs V Osborne pointed out she had experience of trying to access this facility in

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the past and it can be a difficult and lengthy process. Councillors agreed the Church should try this approach first and if unsuccessful then come back to the PC who would pay up to £1,500. Proposed: Mrs S Grant Seconded: Mrs J Vaughan **All in favour.**

- c) Grant for defibrillator from Councillor R Vickery- discussed earlier in APM. (See minutes 17.008 APM May 2017)
- d) Tempodis Camera: tried on post meant for 'clopton green' but unsuccessful. Clerk to pursue purchasing new battery that was agreed at March PC meeting.

## 17.023 Finance –

- a) **It was resolved** to authorise cheques for signature: SALC membership: £311.30  
Proposed: Mrs I Lincoln, seconded: Mr R Ling.
- b) **To receive and approve payments since last meeting:** Clerks Salary: £ 307.70 Clerks  
Expenses: £33.65 Proposed: Mr D Hook, seconded: Mrs V Osborne.

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

Balances are as follows:	Community C/Acc	£ 1,214.60 CR
	Business premium Acc	£ 8,617.53 CR

Changes since 31/03/2017 are due to: the first instalment of precept has been received-£2,263.25.  
VAT has been deposited to account: £272.52. Transparency Funding received: £158.60

d) **To receive the internal audit report from Heelis & Lodge** – the internal audit report was emailed to Councillors prior to the meeting. Clerk praised Trevor Brown for being friendly and approachable. No issues were raised by the internal audit. Everything in place and satisfactory. Numbers all stacked up and books balanced which was good. Trevor looked at the Annual Return and noted that box 4 should only include expenses directly related to Clerk's employment eg training not the general expenses such as stationary that the clerk purchases and is then reimbursed. He was happy with the Asset register after we recently updated and approved it. When next updating and approving Standing Orders suitable amendment should be made to change the 'Public Contracts Regulations 2006' to the more recent 'Public Contracts Regulations 2015'. Councillors received and approved the Internal Audit. All in Favour.

**e) Acceptance of year end accounts and annual governance statement** – The year end submission to the External Auditors, incorporating the Statement of Accounts and the Annual Governance Statement was presented by Mrs Green and discussed in full. **It was resolved** that these be accepted in their present form and that Mr Ling as Chairman and Mrs Green as the Responsible Financial Officer should sign the documentation. Clerk to then send off to BDO by early June 2017.

**f) Department for Communities and Local Government/SAAA letter regards External Audit 2018.-** Mr A Ling read the letter received. It was agreed that the Clerk should write and query the £400 administration charge for PC not complying with correct procedure regards opting out. Clerk explained it all came down to a date 31<sup>st</sup> December 2016 and unfortunately the way in which they overlapped correspondence regards deadline dates it was very confusing. Clerk also pointed out had the date been adhered to the PC wouldn't have been able to respond anyway as BDO were in negotiation with SAAA as to whom would get the contract to do the external audits and were unable to commit due to potential terms and conditions because Otley PC had opted out until the new year.

## **17.024 Planning –**

- a) To receive planning decisions:  
Ref No: [DC/17/0428/LBC](#) received date: 17th February 2017  
Address: **Otley Hall, Hall Lane, Otley**  
Proposal: Removal and replacement of cracked and blowing lime render to entire north facing gable end and to adjacent wall between the gable end and the chimney stack on the east face of the north wing of Otley Hall.  
Date for submission of comments: 8th March 2017  
The Parish Council submitted **no objection** to this application.  
Decision: **Application Permitted**, 21/04/2017

- b) To consider the following planning applications: Appeal by: Mr and Mrs J Scales  
Address: **Blue Barn Farm, High House Road, Otley**

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Proposal: Demolition of outbuildings. Construction of one self build, timber chalet development of a small farm.

Date for submission of comments: 29th May 2017

Appeal reference: **APP/J3530/W/17/3167907**

Clerk to update previous response, Councillors still agreeing that they object to the application.

Ref No: [DC/17/1767/FUL](#) received date: 27th April 2017

Address: **Willowmead Otley Bottom, Otley Suffolk.**

Proposal: Three bay garage/cartlodge (change of size and position to that already approved, but not built under C/03/0415).

Date for submission of comments: 16th May 2017

Clerk to reply with no objection.

Ref No: [DC/16/4970/ARM](#) received date: 4th April 2017

Address: **Hillview Church Road, Otley Suffolk**

Proposal: Condition No 2 (C) Hard and Soft Landscaping

Date for submission of comments: 21st April 2017 (The Parish Council have requested an extension until the 10th May 2017)

Response has been sent objecting to any further trees being removed from the site. A letter was enclosed with the response detailing the reasons for objecting.

### **17.025 Highways**

a) Road tarmac along Chapel Road (near telegraph pole that was removed): reported to Highways.

b) Red Barrier/cones outside Hillside, Church Road: reported to highways.

c) Clerk to chase Highways regards the missing sign for 'Clopton Green'.

### **17.026 Rights of Way**

a) Mr R Carlton is confirmed as the contractor for the P3 scheme and first cut is imminent. . Regards footpath 47, Mrs I Lincoln informed Councillors that it is very narrow and does require strimming. Mrs S Grant to have a look and hopefully cut.

b) Dog fouling on footpaths- concern from resident. Councillors agreed this was not pleasant. Clerk to research new signs. Mrs S Grant said she would be happy to help put them up. Mr R Ling also suggested a note in the Church Magazine and on the website: clerk to action.

**17.027 County Councillor's Report** – Cllr T Fryatt's report was read earlier at the APM followed by Cllr R Vickery's report.

**17.028 Community Police Report** – Police statistics were reported to Councillors at the Annual Parish Meeting earlier.

**17.029 Speedwatch Results** –In the absence of Mr T Barrett, Chairman Mr A Ling read his email regards recent speedwatch information:

The 3-4pm session in Chapel Road only caught one driver. There were reports that drivers were flashing warnings as far away as Otley College. This is good in that it causes drivers to slow down over a wider area. Feedback was also positive from Chapel Road residents who noticed the traffic slowing down during these sessions.

The 4-5pm session outside the pub was very different. It was one of the worst sessions on this stretch. There were around 25 drivers most of whom were doing 45-55mph. This could be due to road users commuting through the village rather than drivers being local. The team would have taken more but couldn't take details quick enough. Mr Barrett will be requesting a police speed trap based on the data collected and would appreciate a if the Parish Council could contact the Police too. (Clerk to action). Mr Barrett also believes that parking cars on the road helps to slow traffic down and could be used positively to encourage slower driving.

**17.030 Community Council Report** –No specific report received.

Mr A Ling informed Councillors the next meeting is the 20<sup>th</sup> June. Mrs J Vaughan to attend. The Fete is being prepared again. It was agreed the Parish Council would run the stall 'Count the Chickens' like last year. There will be no Otley Fest this year.

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

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- a) Site Allocations and Area Specific Policies Development Plan Document: Points raised by Councillors from looking at document. Clerk awaiting response and will chase outcome.
- b) Letter of thanks from Scouts for their Parish Council Donation. Letter read by Mr A Ling.
- c) Letter received from Christine and Brian Childs stating they have officially taken over role of Village Recorder. Mr A Ling read letter to Councillors.

### **17.032 Councillors' reports and items for future agenda –**

a) Mrs S Grant updated Councillors on progress with the under 5's new building. Mrs S Grant has met with Mel Bushall from Suffolk County Council. Option 2 of the plans is the proposed layout. Under 5's would have their own entrance and self-contained unit. During the time of building Under 5's are looking at the possibility of relocating to the Village Hall for 6 months. Need to be out of current building by January 2018. This will require liaising with Ofsted as Under 5's will need to register a new temporary address. Various procedures need to be in place for this to work and be accepted by Ofsted eg a locked up cupboard. 30minutes of additional time to set up and clear away will be required. Safeguarding issues regards fencing off a secure area outside the back door in the back room. This is being looked into. New build should be ready by September 2018.

### **17.033 Date of next meeting** – Monday 10th July at 7.30pm in the Village Hall

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

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