

# OTLEY PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on  
Monday 14<sup>th</sup> May 2012 at 8.00pm

## **Present:**

Clerk: Mrs Osborne  
Chairman: Mr Smith  
Councillors: Mr Childs, Mr Cant, Mr A Ling, Mr R Ling, Mrs Lincoln, Mr Hook, Mrs Grant and Mrs Vaughan, District & County Councillor P Bellfield

## **12.1 Acceptance of Office**

Chairman - Mr Smith\*  
Vice Chairman - Mr A Ling\*

## **12.2 Appointment of Officers**

Otley Community Council representative – Mr I Beaumont\*  
SALC representative – Mr Smith\*  
Responsible Finance Officer – Mrs Osborne\*  
Emergency Planning Officer - Mrs Vaughan\*

Finance committee - Chairman Mr Smith, Mr A Ling and Mr R Ling\*  
Planning committee - Mr Cant, Mr Smith, Mr Hook, Mrs Grant and Mr A Ling\*  
Rights of way - Mr R Ling \*

(\* Proposed on block by Mr A Ling and seconded by Mr Childs). It was resolved that all Officers and Sub-Committees remain as last year.

## **12.3 Apologies for absence** - PC D Howgego of WSNT

**12.4 Minutes of meeting held on 12<sup>th</sup> March 2012** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record.

## **12.5 Matters arising** -

### **a) Clerk**

**VILLAGE GATES** –Staff restructure has been holding up this project but Tony Buckingham to make contact to set up a site meeting.

**VILLAGE BOUNDARY ON CRETINGHAM ROAD** – SCC confirm that the village gateway need not be at the parish boundary but are usually found sited at the start of the village speed limit, thereby incorporating a speed limit sign. Location is flexible and it is possible to site on either side of the road, just north of Shrubbery Farm.

**GIBRALTAR CROSSROADS** – Clerk has chased outstanding works.

**GIBRALTAR CROSSROADS/LAYBY** – Clerk to establish ownership of farmland and verge and contact Gull Farm with regards to placement of boulders to discourage traffic using unofficial lay-by.

**LAND ADJOINING NEWLANDS/BOUNDARY GATE** –SCDC legal team are working on various aspects and will respond shortly.

**CHEVRON SIGNAGE ON IPSWICH ROAD** – Clerk has reported car parts to be removed from ditch.

**VILLAGE SIGN** –Delivery due 31 May/1<sup>st</sup> June in time for Diamond Jubilee Celebrations. Initial artwork email circulated to all PC.

**LIBRARY BUS** – Clerk to enquire whether the library bus could stop in a safer position away from the T junction, whilst still maintaining convenience for residents.

**RIGHTS OF WAY** – Clerk to report wooden sleeper bridge leading off Hall Lane. Currently slippery when wet and safety improvements required.

**HOUSING NEEDS SURVEY - WORLD OF HOUSING EVENT** – Clerk was unable to attend but has enclosed literature within Correspondence for circulation.

**STANDING ORDERS** – Clerk to continue to check and make any amendments for approval by Council.

**OTLEY BOTTOM** – flooding issues remain. Clerk has reported twice to SCDC and SCC. Clerk to continue to chase to ensure drain under B1079 is cleaned out to prevent further trouble.

**IPSWICH ROAD** – Cess pit odour & nuisance to be monitored and if necessary Clerk to report to SCDC.

## b) Otley Traffic Group

The campaign for 'drive at 25' produced a winning poster from Otley Primary School and an article promoting this will feature in the Grundisburgh News. OTG would like to use the poster within a leaflet to distribute to all households to promote the campaign at a cost of £40. It was resolved that the PC would fund this cost.

Details of the Speed Awareness Scheme VAS signs were circulated to all members. OTG would favour a battery powered sign as it would make the sign portable around the village and could be hired out to other villages. It was suggested that the sign be positioned between the village shop and the Helmingham Road 30mph village boundary. The PC confirmed that VAT could be claimed back on this purchase.

It was felt that batteries were vulnerable to theft, and the security of the whole unit should be assessed. Clerk to enquire with Zurich additional cost to insurance policy as they would become a PC asset. The PC would like more information on how long the batteries take to charge, the cost of replacing batteries and their lifespan to establish life-time cost implications before any donation was discussed.

£2,000 Quality of Life budget has been allocated towards two sets of village gates. Cllr Bellfield to help establish whether this could fund one village gate on the Cretingham Road and a VAS speed sign on the Helmingham Road.

Otley Green does not have a village sign. Clerk to enquire whether SCDC could put one on the proposed village gates. Clerk to also enquire whether Otley PC could cost their own gate with permission from Highways as to its position, using Holmes Construction who are licensed for highways work. Cllr Bellfield offered his support.

## c) Village of the Year 2012

It was noted that Otley has now been entered into the Village of the Year competition and it was requested that the grass on the field at Newlands be cut by the end May to help with the image of the village.

## 12.6. Finance –

- a) **To authorise cheques for signature** – payment of cheques agreed and authorised by all councillors.  
Otley Under 5's Grant - £50.00  
Heelis & Lodge Audit Fees - £55.00  
SALC Membership Subs - £269.00
- b) **To authorise payments for approval** – agreed and authorised by all councillors.  
£354.00 Diamond Jubilee Commemorative Coins as Clerks expenses  
Mr Smith signed the bank statements to confirm previous internet banking transactions.
- c) **To receive the financial report from the RFO including balances at bank** –  
A copy of the Out-turn was circulated to all members showing payments exceeded receipts last year by £1,328.01. However, as provision was made for capital projects, though none were undertaken, the year-end balance is £6,504.68. The precept remains the same at £4,000 and the first instalment has been received.

Balances are as follows:

Community C/Acc	£ 187.64 Cr
Business premium Acc	£ 6,627.17 Cr

- d) **To receive the internal Audit Report from Heelis & Lodge** – Mr Smith read from the report and recommendations made. The internal audit found the Council has satisfactory internal financial controls in place.
- e) **Acceptance of year end accounts and annual governance statement** – The financial risk assessment completed in March 2012 was approved and adopted by Council. The Council also confirmed the asset valuations in the Asset Register meet the current requirements for valuation to comply with box 9 section 1 of the Annual Return.

The year-end submission to the Auditors, incorporating the Statement of Accounts and the Annual Governance Statement, was presented by Mrs Osborne and discussed in full. It was resolved that these be accepted in their present form and that Mr Smith as Chairman and Mrs Osborne as the Responsible Financial Officer should sign the documentation.

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### **12.7 Planning –**

#### **a) To receive planning decisions :**

- The Old Grain Store, Stanaway Farm                      Change of use from B2 to storage unit  
Charity Lane    for cars B8 (use already commenced)

#### **b) To consider the following planning applications :**

- Pear Tree Farm    Conversion of barn to one dwelling

### **12.8 Highways**

The PC have been asked to assist with the removal of a maturing willow tree causing visual obstruction at the traffic sight line at the exit of Spring Park. Clerk to request council to cut back tree if removal declined. Clerk to report footpath repairs on Helmingham Road from Abend House to Birds Mere. Clerk to report footpath between Swiss Farm Cottage and Peel House where tree roots are causing a major obstruction. Clerk to report pot holes on Charity Lane from Charity Cottage to the Grundisburgh village gates.

### **12.9 Rights of Way**

Nothing to report.

**12.10 District & County Councillor's report** – Cllr Bellfield apologised for missing the APM. SCC have managed to achieve savings of £42 on LY and Cllr Bellfield was pleased to confirm that council tax has not increased for the second year running. SCC are continuing with the property rationalisation and Cllr Bellfield confirmed that the fire control centre is moving to Cambridge. There were no major concerns to report on SCDC. The Local Development Framework is now waiting for the Inspector to approve. SCDC have continued co-operation with Waveney; the Heads of Department at SCDC and Waveney are the same with responsibility across both areas. The Planning Department is to be fully integrated and this is one area that has resulted in redundancies. SCDC have also managed to make considerable savings of £2.1m, which represents a further 16% of the total budget.

Cllr Bellfield was asked if the Council Offices are to be re-located in Ipswich. It is a possibility and investigations are being undertaken to look at less expensive and more cost effective premises.

Mr Smith re-iterated his thanks to Cllr Bellfield for his support of Otley Parish Council.

**12.11 Community Police report** – WSNT had provided their report at the Annual Parish Meeting.

**12.12 Community Council report** – This had been provided at the Annual Parish Meeting.

**12.13 Update on Queens Diamond Jubilee Celebrations** – PC to distribute coins at the afternoon Celebrations. List of registered children to be available and parents/guardians to sign. The table is to be manned on a rota.

### **12.14 Matters to be brought to the attention of the Council –**

- a) Letter received from the Community Council, and read out to members, confirming an increase in hire fees for the village hall.
- b) Letter received from Home Start (support and friendship for families) requesting grant support. The PC felt it was unable to assist with funding on this occasion. Clerk to respond.
- c) Correspondence for information – was circulated to all Councillors.

### **12.15 Councillors' reports and items for future agenda -**

- a) VAS speed sign and village gates for discussion

**12.16 Date of next meeting** – Monday 16<sup>th</sup> July at 7.30pm in the Village Hall (back room)

With no further matters to discuss the meeting closed at 21.25pm