

# OTLEY PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on  
Monday 20<sup>th</sup> May 2013 at 19.56pm

**Present:**

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

**13.13 Nomination to Chair Meeting** – Mr A Ling was proposed by Mrs Lincoln and seconded by Mrs Grant.

### **13.14 Acceptance of Office**

Chairman -	Mr A Ling proposed by Mrs Vaughan, seconded Mrs Grant.
Vice Chairman -	Mr B Childs proposed by Mrs Lincoln, seconded Mrs Vaughan

### **13.15 To Fill Casual Vacancies**

Mrs Abigail Lord and Mr Martin Liddell were co-opted to the parish council. Proposed by Mr B Childs and seconded by Mr R Ling. All in favour. **It was resolved** they be appointed and both signed their Declaration of Acceptance of Office.

### **13.16 Appointment of Officers**

Otley Community Council representative –	Mr J Hall*
SALC representative –	Mr A Ling*
Responsible Finance Officer –	Mrs Osborne*
Emergency Planning Officer -	Mrs Vaughan*

Finance committee - Chairman Mr A Ling, Mr R Ling and Mrs I Lincoln\*

Planning committee - Mr A Ling, Mr Hook, Mrs Grant, Mr M Liddell and Mrs Vaughan\*

Rights of way - Mr R Ling \*

(\* Proposed on block by Mrs S Grant and seconded by Mr D Hook). **It was resolved** that all Officers and Sub-Committees are appointed as above and Mr A Ling and Mr B Childs signed their Declaration of Acceptance of Office.

### **13.17 Apologies for absence - PC S Chatten-Berry of WSNT**

**13.18 Minutes of meeting held on 11<sup>th</sup> March 2013** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record.

### **13.19 Matters arising -**

- a) **Clerk** – reminded councillors that Krista Evans of Flagship Housing will be invited to the next meeting.
- b) **Otley Traffic Group** – Signs have now been installed around the village for the ‘drive at 25’ campaign. Mr Hook will continue to pursue the installation of village gates. Cllr Peter Bellfield raised that more volunteers are required to join speedwatch.
- c) The PC has yet to confirm the appointment of a representative for LEA school governor.

### 13.20 Finance –

- a) **To authorise cheques for signature** – payment of cheques agreed. Proposed Mrs J Vaughan and seconded Mr R Ling and authorised by all councillors.  
Heelis & Lodge Audit Fees - £35.00  
SALC Membership Subs - £276.00  
Mrs I Lincoln expenses - £20.00
- b) **To authorise payments for approval** – agreed and authorised by all councillors.  
£78.57 as clerks expenses for leavers gifts and ink cartridge. To be paid via BACS.
- c) **To receive the financial report from the RFO including balances at bank** –  
Balances are as follows:

Community C/Acc	£ 437.83	Cr
Business premium Acc	£ 6,847.62	Cr

The first instalment of precept has been received (£2,340.09)
- d) **To receive the internal Audit Report from Heelis & Lodge** – Mrs Osborne 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 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 Ling as Chairman and Mrs Osborne as the Responsible Financial Officer should sign the documentation.

### **13.21 Planning –**

**a) To receive planning decisions :**

- Glebe Cottage, Chapel Road – erection of replacement porch (approved)
- Mayflower, Church Road – front extension & rear conservatory (approved)
- 2 Grange Cottages, Helmingham Road – dropped kerb & area of hardstanding (approved)
- 8 Chapel Road – part rear garden – severance of part of garden and erection of new dwelling (approved)
- Otley College – demolition of redundant buildings and erection of new buildings (approved)

### **13.22 Highways**

Flooding issues at Otley Bottom are reported regularly by Clerk. The PC to write to Elm Cottage to recognise the improved visibility to drivers since their hedging/tree works have started. PC to monitor whether the owners clean out the drains within the improvements being undertaken at the property.

### **13.23 Rights of Way**

Low hanging trees along the footpath from Haig's to Foxgloves on Chapel Road need cutting back. Clerk to report to Highways. Clerk to contact Rights of Way to report repair work required on Donkey's ears footpath. There is a gap between a sleeper/fence, a telegraph pole is listing and the path is starting to crumble posing a danger to the public.

**13.24 District and County Councillor's report** – this had been provided at the earlier APM.

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

**13.26 Community Council Report** – this had been provided at the Annual Parish Meeting.

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

- a) Electoral Review of Suffolk Coastal – clerk to email details and links to maps to all councillors.
- b) Letter from MP Dan Poulter regarding support to Otley Primary School – clerk to contact SCDC to establish whether monies in the outdoor play space fund could be used to support the hiring of the village hall for PE lessons as Community Council are unable to provide further fee subsidy.
- c) The clerk read a Thank you letter received from Mr Malcolm Smith to councillors.
- d) Letter received from Megan Taylor – clerk to respond as the PC are unable to assist with her fundraising.
- e) Letter received from Planning Inspectorate East Anglia 1 Offshore Windfarm – notice of preliminary meeting and availability of relevant representations. As the PC had no comments to the planning application it was decided attendance was not required.
- f) Letter received from Otley Bowls Club asking for a nomination from the PC for a referee to be involved in their application for monies to improve the playing surface. Mr B Childs kindly agreed and will make contact.
- g) Letter received from resident regarding continual dog fouling in the ditch behind the church. Clerk to investigate signage for litter bin at entrance. Mrs Lord kindly volunteered to produce posters for the village.
- h) Clerk to send letter of thanks to Lynda at White Hart following presentation evening held there.
- c) Correspondence for information – was circulated to all Councillors.

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

- a) PC support to Otley Primary School to assist with hiring fees for PE lessons.
- b) PC involvement in the superfast broadband application to DEFRA
- c) It was requested that the PC introduce themselves when members of the public attend future meetings.
- d) A sand bin has been requested for Newlands. Martin Liddell will undertake initial sourcing.

**13.29 Date of next meeting** – Monday 15<sup>th</sup> July at 7.30pm in the Village Hall (back room)

With no further matters to discuss the meeting closed at 21.17pm