

# OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 16<sup>th</sup> July 2012

**Present:** Mrs Osborne  
**Chairman:** Mr Smith  
**Councillors:** Mr A Ling, Mr R Ling, Mr B Childs, Mr G Cant, Mrs J Vaughan, Mrs I Lincoln, Mr D Hook, Mrs S Grant, Cllr P Bellfield

The meeting opened at 7.28pm

12.11 Apologies for absence –PC Debbie Howgego

12.12 Declarations of interest to items on agenda – none received.

12.13 To approve minutes of meetings held on 14<sup>th</sup> May 2012 – the minutes were deemed to be an accurate record of that meeting. Proposed by Mrs I Lincoln and seconded by Mr R Ling. This was agreed by all Councillors.

12.14 **Matters arising –**

a. **Clerk**

- i. **VILLAGE GATES** – waiting for SCC to contact to set up a site meeting and confirm funding allocation against gates and/or VAS sign.
  - ii. **VAS SPEED INDICATORS** – These would become a PC asset. All risks cover premium, incl tax, £30.87 for VAS asset of £2k in value.
  - iii. **GIBRALTAR CROSSROADS** – Clerk to chase straightening of direction signpost.
  - iv. **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.
  - v. **LAND ADJOINING NEWLANDS/BOUNDARY GATE** –Clerk continues to chase a formal confirmation that Otley Parish Council have fulfilled their obligations within their contract.
  - vi. **CHEVRON SIGNAGE ON IPSWICH ROAD** – Clerk has reported car parts to be removed from ditch.
  - vii. **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.
  - viii. **RIGHTS OF WAY** – SCDC confirm works to wooden sleeper bridge leading off Hall Lane.
  - ix. **STANDING ORDERS** – Clerk to check and make any amendments for approval by Council.
  - x. **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.
  - xi. **IPSWICH ROAD** – Cess pit odour & nuisance to be monitored and if necessary Clerk to report to SCDC.
  - xii. **WILLOW TREE, SPRING PARK** – SCC have agreed to cut back mature willow tree causing visual obstruction at the traffic sign line at the exit of Spring Park.
  - xiii. **FOOTPATH REPAIRS** – Clerk has reported footpath repairs required on Helmingham Road from Abend House to Birds Mere.
  - xiv. **FOOTPATH REPAIRS** – SCC have completed footpath repairs needed on Chapel Road between 4 Newlands and Geleen and also between Swiss Farm Cottage and Peel House.
  - xv. **CHARITY LANE** – Clerk has reported pot holes on Charity Lane between Charity Cottages and Grundisburgh village gates.
  - xvi. **JUBILEE COINS** – Councillors agreed the remaining 2 jubilee coins should be distributed to each of High House and Poppy Cottage who registered an interest at the Jubilee celebrations.
  - xvii. **DOG BIN AND SIGN FOR NEWLANDS** – Clerk to investigate costings for new bin and sign to improve amenity of land behind Newlands.
  - xviii. **EROSION OF VERGE ON GIBRALTAR ROAD** – Clerk reported erosion of verge between Countryside and Pear Tree Farm.
- b. **Otley Traffic Group**  
There was no meeting this month.
- c. **VAS Speed Indicator/Village Gate Costings.**  
Clerk waiting to hear from SCC on whether budget can be split across one gate and a VAS indicator. OTG are waiting to hear back from Holmes to see if they are able to cost the gates more cheaply.

d. **Disposal of old Village Sign**

Clerk to ask Andrew Sunaway, of Otley Village Stores, if he would like the old village sign. Alternatively, Mr A Ling has kindly agreed to arrange for its disposal.

12.15 **Finance –**

- a. **To authorise cheques for signature** – payment of cheques agreed and authorised by all councillors.  
Councillor course (Planning Workshop) - £60.00  
Clerks salary - £358.62 (to be paid via internet banking)  
Clerks expenses (post office/stamps/stationery & ink) - £83.55 (to be paid via internet banking)

Clerk bought additional printer ink as item was half price but will look at other companies (Jetec & cartidgeshop.com) in future to compare prices.

- b. **To receive and approve payments since last meeting** – none to report.

- c. **To receive the financial report from the RFO including balances at bank –**

Community Account	£ 159.64
Instant Saver Account	£ 5365.40

- d. **To receive details of the consultation on appointment of external auditor Auditor for 2012/13** – The Council were informed that BDO LLP have been re-appointed to audit the annual returns of Otley Parish Council and that within the new scales of fees for small bodies if we keep our income/expenditure below £10k there should be no fee payable for the audit.

12.16 **Planning Matters -**

- a. **To receive planning decisions** – none to report

➤ Anglian Timber Yard – erection of 25 houses. Otley PC should hear 7 days in advance of it being presented to the SCDC Planning Committee. Potential date 15<sup>th</sup> August.

- b. **To consider the following planning applications** – there were no objections on the following:

➤ Pear Tree Farm – conversion of barn to one dwelling.  
➤ Blacksmith Cottage, Hall Lane – change of use from holiday let to permanent accommodation.  
➤ 34 Church Road – erection of single storey side extension.  
➤ The Carriage Lodge, Bowerfield House – application of lawful development.  
➤ Wood Farm, Ipswich Road – change of use of existing barn

- c. **To discuss SCDC Scrutiny Committee's review of Planning Services**

Mr Smith read the list of 13 recommendations to Council and all agreed that they were good in principle but only if they are actually implemented.

- d. **To discuss best practices arising from recent Planning Workshop attendance**

A copy of notes taken from the workshop were distributed to Councillors. It was agreed that the Clerk will now email all Councillors upon receipt of a planning application and place a notice on the PC notice board to advise residents. Any comments should be directed to the Clerk. The Planning Sub-Committee agreed to hold additional meetings in public to discuss planning applications, as necessary, prior to the 21 days notice given by SCDC. Clerk to check with SALC any legal requirements. It was also confirmed that the Planning Sub-Committee have delegated powers to make decisions on behalf of Council but any large planning applications must be heard before the whole Council.

12.17 **Highways**

- a. Road sign for Hall Lane needs re-instating. Clerk to report.  
b. Road sign for Church Road needs repairing. Clerk to report.  
c. Pot hole at the entrance of Spring Park needs reporting. Clerk to report.  
d. Clerk to chase pot holes reported on Charity Lane.

12.18 **Rights of Way**

- a. Footpath 22 (Spring Park to Hall Lane) – a complaint has been received of overhanging foliage. The metal wire fencing is also getting rusty and proving a hazard to walkers. Clerk to contact land owner Mr T Barrett to request the removal of the metal fencing and to cut back overgrown hedging.  
b. Footpath leading from Holmes' land to Hall Lane has become too difficult for Mr R Ling to continue to cut. Mr R Carlton to be asked to take on this footpath under the P3 agreement.  
c. Byway 66 Green Lane – there are a number of branches growing out into the lane and need cutting back (near the pond belonging to Otley Hall). Clerk to report to SCC as a byway. Await response. If SCC decline then a working party will need to be set up.  
d. A tree has fallen along the Donkeys Ears footpath (alongside the school) and needs attention. When the weather becomes drier the PC will attend.

12.19 **To receive the District & County Councillor's report** – Cllr Bellfield congratulated the PC on achieving the Village of the Year award and was delighted to have attended the village fete and joined villagers on the Six Village Torch Relay when the runners met at the White Hart in Otley.

**SCC** – A total of £56m was saved last year, more than was expected. Cllr Bellfield also advised that two providers of broadband have now been shortlisted and a decision will be made by the end of September. It is expected that by March 2015 the whole of Suffolk should have fast broadband and this was helped by way of SCC providing £10m towards the project. Cllr Bellfield went on to commend the work done by Guy McGregor who has been pushing for upgrading the rail services in the region. A new franchise is due in East Anglia and it is hoped his report will be used to bring improved services to the area.

**SCDC** – Cllr Bellfield had nothing to report on behalf of SCDC.

Cllr Bellfield was asked if he could report back to SCDC that the paper bank in the village hall car park was not cleared for at least 6 weeks, having been reported twice. Cllr Bellfield agreed that this was not acceptable.

12.20 **To receive the Police Report** – PC Debbie Howgego having tendered her apologies sent a report. There have been 12 reported crimes since our last meeting on 14<sup>th</sup> May. 5 Burglaries, 4 thefts, criminal damage, drink/drive and fear or provocation of violence. In comparison Wickham Market 7, Rendlesham 19, Melton 15, Woodbridge 74. Current police priority is to increase cycle safety awareness to all road users in the Melton area, to increase speed enforcement along The Street, Eyke and reduce instances of ASB in Woodbridge on Friday and Saturday nights. The next community panel meeting will be held on Wednesday 22<sup>nd</sup> August at 7pm in Hollesley Village Hall. The mobile police station will next be at Otley on Wednesday 25<sup>th</sup> July between 1.30-3pm and then Wednesday 22<sup>nd</sup> August. The Parish Council felt that it was important for residents to note unusual vehicles and take registration numbers as there have been a high number of burglaries from sheds and garages in the area.

12.21 **To receive the Community Council Report** – there were no matters to report.

12.22 **Matters to be brought to the attention of the Council**

- a. **Suffolk Local Code of Conduct for Members** – the Council had received a copy of the new Code of Conduct and with no matters to discuss it was agreed that Otley Parish Council adopt these new codes with immediate effect. Proposed by Mr R Ling and seconded by Mr B Childs. All councillors in favour.
- b. **Register of Members' Interests** – Council had received a copy template of the Register and the Clerk advised that all Councillors have now been registered with SCDC, who will email in due course with details on completing the documents on-line.
- c. **Otley History Recorder** – Mrs Sally Whiffing was approached as an ideal candidate as she currently works in the Suffolk Records Office and has agreed to take on the role. Council voted in favour. Mr R Ling proposed and Mr B Childs seconded. Clerk to pass all documents left by Mrs D Wilcox to Mrs Whiffing.
- d. **Village of the Year Competition** – As winners of the competition, the trophy and cheque for £200 will be presented by the Chair of SCDC at the Village Show on 8<sup>th</sup> September. Refreshments to be free of charge for other guests/entrants being invited to attend awards ceremony. The PC will make any necessary contribution. Mr Smith read a letter received from the Beaumont family of Otley Hall congratulating the PC on its success. The PC also thanked the Clerk and Mrs P Sunaway of the Village Stores for their contribution and hard work towards the successful entry. Otley is next being judged in the District round on Wednesday 8<sup>th</sup> August at 9am.
- e. **Distribution of last two remaining Jubilee Coins** – see Clerks report point 12.12.a.xvi.
- f. **A letter was received from Vitalise**; essential breaks for disabled people and carers, asking the PC to consider a donation towards ongoing costs. The PC felt that its funds were already allocated elsewhere and were unable to provide any support this year.
- g. **Nominations for the Diamond Champions Scheme** – the Clerk informed the PC that the WRVS charity has launched the Diamond Champions to celebrate the contribution that people over the age of 60 make to their communities through volunteering and that Parish Councils are being invited to make nominations to this scheme.
- h. **Correspondence for information** – was available for inspection at the meeting and circulated afterwards.

12.23 **Councillors' reports and items for future agenda** – none raised.

- Clerk to report rubbish towards the rear of Newlands and also let SCDC know that a caravan is parked on the right hand side of the close and a shed is sitting on land behind the boundary hedge.

- Mrs M Webb, of the Bungalow, Helmingham Road, asked the PC if she could place a mirror on the highways verge

opposite her driveway to improve the sight vision when exiting her property. Mr R Ling to advise her to contact SCC Highways department for necessary permission.

- Clerk to contact Mr D Ellis regarding repair of loose edging bricks on the base of the War Memorial.

12.24 **Date of next meeting** – Monday 3<sup>rd</sup> September at 7.30pm in the Village Hall.

With no further matters to discuss the meeting closed at 8.56pm.