

OTLEY PARISH COUNCIL

DRAFT UNTIL APPROVED

Minutes of Parish Council Meeting held on Monday 12th March 2012

Present: Mrs Osborne
Chairman: Mr Smith
Councillors: Mr A Ling, Mr G Cant, Mrs J Vaughan, Mrs I Lincoln, Mr D Hook, Cllr P Bellfield

The meeting opened at 7.26pm

1. Apologies for absence – Mr B Childs, Mrs S Grant, Mr R Ling and PC Dave Burrell
2. Declarations of interest to items on agenda – none received.
3. To approve minutes of meeting held on 23rd January 2012 – the minutes were deemed to be an accurate record of that meeting. This was agreed by all Councillors.

4. **Matters arising –**

4a. **Clerk**

- i. Village Gates – Clerk to contact SCC to check funding arrangements in place. Cllr P Bellfield confirmed monies from QofL budget available from this current year.
- ii. Village Boundary on Cretingham Road – Village and Parish Boundary maps presented to the meeting to approve village gates along the Cretingham Road.
- iii. Gibraltar Crossroads – Orders have now been placed for outstanding work at this junction to include replacement give-way and cross-road warning signs and buff hazard surfacing. Work should take place relatively quickly.
- 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. Visibility on Chapel Road from village hall car park – Community Council confirm hedge was cut November time 2011.
- vi. Land adjoining Newlands/Boundary gate – Clerk to chase SCDC to re-arrange meeting to discuss ownership of gate and access required.
- vii. Chevron signage on Ipswich Road – works now completed. Clerk to chase removal of car parts from ditch.
- viii. Footpath signage Gibraltar Road/Gull Farm – Clerk to chase SCDC to replace signage.
- ix. Otley Bottom – Overgrown vegetation at the junction now removed.
- x. Queens Diamond Jubilee Commemorations – 95 children have been registered for a commemorative coin.
- xi. Village Sign – Clerk sourced quotations for replacement signage.
- xii. 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.

4b. **Otley Traffic Group**

- i. Village Gates - Clerk to check whether position of gates must be on a village or parish boundary. Verge may not be wide enough on parish boundary. Gates to encompass Otley Green to try and reduce speed of traffic along this stretch of road.
- ii. Speed Indicators – Clerk to obtain breakdown of costs for VAS speed indicators and establish whether sub-contractors are able to do the work directly to reduce costs.

4c. **Housing Needs Survey**

The PC discussed available land adjoining the village boundary that would meet the Housing Needs Survey and allow local people priority housing under the S106 exception policy. Two possible sites which meet this are the land the PC currently rent behind Newlands and the field adjacent to Ipswich Road. The Councillors agreed to place the item on the agenda at the Annual Parish Meeting for open discussion. A letter received from SCDC regarding a World of Housing Event on 4th April to be emailed to Councillors as one topic covers New Developments and Affordable Housing and might be useful for the PC to attend.

5. **Finance –**

- 5a. **To authorise cheques for signature** – payment of cheques agreed and authorised by all councillors. Proposed by Mr A Ling & Seconded by Mrs I Lincoln.

Rent for land at Newlands - £38.80
Clerks course (PAYE/VAT) - £24.00
Clerks course (end of year accounts) - £30.00
Otley Community Council (hire of hall) - £73.50
Councillor training (planning) – £30.00
Letter for Jubilee Coin (paper/photocopying) - £6.09
Clerks salary - £300.24 (to be paid via internet banking)
Clerks expenses (post office/envelopes) - £5.22 (to be paid via internet banking)

- 5b. **To receive and approve payments since last meeting** –

Otley Under 5's grant request to support a Revenue Grant Application to SCDC - £50.00. Agreed and authorised by all councillors. To be payable immediately upon successful Grant Application with SCDC.

- 5c. **To receive the financial report from the RFO including balances at bank** – A financial report showing the accounts reconciliation to 31st March 2012 was provided by the Clerk.

Community Account	£ 795.49
Instant Saver Account	£ 6,314.67

- 5d. **To receive the Financial Sub-Committee report in preparation for year end** – The Committee had met to review the effectiveness of the internal audit under the framework of the Heelis & Lodge review plan. They found that the scope of the internal audit, the independence of the auditors along with their competence and the Clerk's awareness of their responsibilities, were all satisfactory. The audit plan was approved by the council and takes account of the Council's risks and responsibilities. The audit report had been fully discussed at an earlier council meeting (June 2011) and recommendations actioned.

- 5e. **To review the Financial Regulations** – these were found to be of continuing relevance and SALC have confirmed they are fit for purpose to cover the clerks salary payment via internet banking.

- 5f. **To review the Standing Orders** – these are with SALC for review and any recommendations or amendments will be actioned to ensure their continuing relevance.

6. **Planning Matters -**

- 6a. **To receive planning decisions** –

➤ Approved – Seabreeze, 3 Chapel Road Erection of conservatory.

- 6b. **To consider the following planning applications** -

➤ None to report.

7. **Highways**

- 7a Village Sign – It was unanimously agreed to replicate the current village sign in polyurethane cast and use the existing post. Clerk to obtain quotes for direct comparison to those received by Sign of the Times and to email all Councillors urgently to ensure a new sign can be ordered and delivered in time for the Jubilee Celebrations.

8. Rights of Way – A wooden sleeper bridge leading off Hall Lane needs chicken wire to improve safety. Clerk to report.

9. **To receive the District & County Councillor's report** –

SCC – Cllr Bellfield confirmed that they are on track to save £42.5m to the end of the current financial year. SCC may even save a further £5m. 1,400 members of staff have left the employ of SCC, a total loss of 17% of staff; mainly front office and managerial/heads of departments. SCC expect 2,600 more staff to leave their employment; within areas being taken over by other organisations ie. Training, nursing homes, and SCC expect pay-back in under 2 years. The council tax remains unchanged for the second year running. Libraries remain open and SCC has saved 28% on running costs, which are down to £6m a year. No decision has been made yet on the mobile library. Cllr Bellfield re-iterated the importance of asking everyone who uses broadband to register their needs at www.suffolk.gov.uk/broadband, particularly home workers. SCC are currently rationalising their Property portfolio and will operate from Endeavour House and Landmark House; which will be shared with Ipswich Police. The police are also moving into fire-stations to save £400,000 a year. The WSNT will be moving into Melton Hill Council Offices. Lastly, Cllr Bellfield reported that SCC has now passed ownership of all County Parks (bar one) to Parish Councils and other organisations.

SCDC – Cllr Bellfield reported a saving of £2.1m on the current financial year. More rationalisation is due to take place with Planning at Waveney and Suffolk Coastal merging with further loss of staff likely. The LDF Consultation is now finished but no further announcements until middle to end of next year. Lastly, Cllr Bellfield reported that he recently attended a Capital Grant meeting and, although very disappointed not to be have approached by the groups beforehand to represent them, spoke on their behalf and managed to secure a substantial sum of £6,000 for the Community Council towards the kitchen project of the village hall.

The Chairman informed Cllr Bellfield that Otley Church has agreed to the use of the church tower to position any aerial that would allow the use of wi-fi.

10. To receive the Police Report – PC Dave Burrell having tendered his apologies sent a report. There has been one reported crime since our last meeting on 23rd January. A burglary where 2 batteries were taken from a garage. Wickham Market 6, Rendlesham 16, Woodbridge 70. Current police priority is to reduce vehicle nuisance and speeding in Acer Road, Rendlesham, speed enforcement along The Street, Eyke and improving safety of users of the Pyches Road crossing by Woodbridge Primary School. The next community panel meeting will be held on Wednesday 9th May at 7pm in Bredfield Village Hall. It was highlighted that counterfeit £20 notes have recently been passed at a number of businesses and they ask proprietors to check notes and contact police if counterfeit notes are seized. The mobile police station will next be at Otley on Wednesday 4th April between 1.30-3pm. Mr Cant asked that residents report any suspicious white/grey transit seen in the area as he is aware one was recently reported and found to be from the Cambridge area.

11. To receive the Community Council Report – Further grants are being sourced towards the kitchen project to aim for a maximum project budget of £25,000. The village fete on 7th July is currently being planned and notices for help have gone out. The AGM is 19th April 2012. Mr Cant was excused from the meeting at 8.47pm to enable him to attend another meeting.

12. To consider proposals for the Queens Diamond Jubilee commemorative medal – Clerk to order 100 coins to cover the 95 children registered with a couple of spares. Proposed by Mr A Ling & seconded by Mrs J Vaughan. Agreed by all Councillors. It will be discussed at a later date how the medals will be distributed.

13. Matters to be brought to the attention of the Council

- 13a. An email was received to inform the PC that the WSNT are looking for a venue in which to hold and re-invigorate Neighbourhood Watch. The Community Council are considering the use of the village hall at no charge
- 13b. Otley Bowls Club submitted a letter with a breakdown of the costs involved in relation to their grant request. Having already committed to replacing the village sign, which is taking a substantial amount of funds, along with the Jubilee Celebrations, the PC proposed to make a donation of £100. This was agreed by all Councillors.
- 13c. Information was received regarding the Suffolk Village of the Year Award. The Clerk felt that the Community of Otley deserved recognition and agreed to administer the application.
- 13d. Cess Pit spillage around the drain on Ipswich Road/Footpath 61 is to be monitored.
- 13e. Correspondence for information – was circulated to all Councillors.

14. Councillors' reports and items for future agenda –

- The PC would like to pass on their Congratulations to Brian Childs on his recent award recognition of the voluntary work he does within the community.
- A letter was received by Otley Hall regarding their 500th Anniversary on 29/30th September and to which they wish to involve the village as much as possible.
- It was reported that the footpath on Helmingham Road outside Anerley House is in desperate need of repair and needs to be added to the next agenda.
- It was noted that the poppy wreaths should have been removed by now.
- Recent flooding at Otley Bottom needs to be reported. Drains under B1079 need cleaning out.

15. Date of next meeting – Monday 14th May – Annual Parish Meeting at 7.00pm in the Village Hall followed by the AGM.

With no further matters to discuss the meeting closed at 9.10pm.