

OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 22nd October 2012

Present:

Clerk: Mrs Osborne
Chairman: Mr Smith
Councillors: Mr R Ling, Mr G Cant, Mrs J Vaughan, Mrs I Lincoln, Mr A Ling
Cllr P Bellfield

The meeting opened at 7.25pm

12.38 Apologies for absence –Mr B Childs, Mr D Hook, Mrs S Grant, PC Debbie Howgego

12.39 Declarations of interest to items on agenda – none declared.

12.40 To approve minutes of meetings held on 3rd September 2012 – the minutes were deemed to be an accurate record of that meeting. This was agreed by all Councillors.

12.41 Matters arising –

- a. **Clerk**
 - i. **VILLAGE GATES** –Clerk to contact Tony Buckingham to confirm if SCC will maintain gates if the PC organises to have them built and installed themselves.
 - ii. **GIBRALTAR CROSSROADS/LAYBY** – Gull Farm confirm ownership of farmland fronting B1078 but have checked their maps and verge was cut off from their ownership some time ago. Clerk to contact SCC to see if they are willing to formalise it into a parking area with access for farmer.
 - iii. **LAND ADJOINING NEWLANDS/BOUNDARY GATE** –SCDC are looking into locking the entrance gate to prevent further fly tipping. Clerk continues to chase a formal confirmation that Otley Parish Council have fulfilled their obligations within their contract with regards maintaining the boundaries should SCDC decide the gate will not be locked.
 - iv. **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.
 - v. **STANDING ORDERS** – Clerk to continue to check and make any amendments for approval by Council.
 - vi. **LEGAL REQUIREMENTS FOR PLANNING APPLICATIONS** – SALC confirm Parish Council is set up and running correctly; that for small planning applications ie. Conservatory, small extension, that the PC could delegate powers to a committee or officer to respond on Council's behalf without calling a public meeting. For big extensions or large applications a public meeting would be required.
 - vii. **ROAD SIGN** – Clerk has reported repairs needed to Church Road sign.
 - viii. **FOOTPATH 22** – Spring Park to Hall Lane – Resident has acknowledged request regarding metal fencing and overgrown hedging but feels that neither require attention as he has recently walked the footpath.
 - ix. **NEWLANDS** – SCDC confirm local resident has license to use land for shed and trampoline. Flagship confirm that Caravans are allowed with prior permission but must be on hard-standing.
 - x. **WAR MEMORIAL** – David Ellis will charge £50/60 to repair memorial. Clerk confirmed works to go ahead. David will confirm with Brian Childs source of bricks and works will be completed by Remembrance Sunday 11th November.
 - xi. **OTLEY VILLAGE SIGN** – SCC confirm there is no budget for a sign on the Cretingham Road.
 - xii. **'UNSUITABLE FOR HGV'SIGN** – Clerk to contact Grundisburgh Parish Clerk to proceed with signs for Charity Lane.
 - xiii. **PEAR TREE FARM BOUNDARY HEDGE** – Mr Groenveld is required to keep the hedge to a minimum width to meet the planning regulations and feels that he cannot cut back any further at the moment.
- b. **Otley Traffic Group**

There was no meeting this month but he Clerk read an email received from Mr T Buckingham. SCC are withdrawing support for fixed VAS signs. Clerk to clarify 'sharing' VAS signs and what this entails.
- c. **Water Management Briefing**

Mr B Childs attended this briefing meeting and the Clerk read an email. An interesting point was raised in relation to developments. Once planning consent is given the responsibility of sewerage treatment and water supply lies with the relevant utility body rather than the developer.
- d. **Repair to the War Memorial** – following an email agreement by all Councillors it was resolved that the repairs proceed with an agreed estimate of £50/60.

- e. **Royal British Legion** – following an email agreement by all Councillors it was resolved that the Parish Council continue with the annual donation of £40 towards crosses and £25 for a wreath.
- f. **Projects/Ideas on which to spend the £200 village of the year award** – Clerk to investigate costings for a plaque and contact SCC regards planting by the proposed village gates.

12.42 **Finance** –

- a. **To authorise cheques for signature** – payment of cheques agreed by all councillors.
£65.00 - Royal British Legion (wreath & crosses donation)
£60.00 Disability Advice Centre – donation (as agreed in budget) agreed at meeting by all councillors
- b. **To receive and approve payments since last meeting** –
It was resolved that the following payments be made :
£266.88 – Clerks salary (to be paid by BACS)
£54.10 – Clerks expenses (to be paid by BACS) – includes the agreed donation of £50 to Alzheimers Society; as agreed in email by all Councillors.
£17.95 – Clerks expenses for Microsoft Office 2010 with Outlook for laptop (to be paid by BACS)
£35.00 Data Protection Register (to be paid by BACS once invoice received).
- c. **To receive the financial report from the RFO including balances at bank** –
VAT has been reclaimed for the village sign, P3 grass cutting and the second precept instalment has been received.

Community Account	£ 376.81
Instant Saver Account	£ 6,206.23

12.43 **Planning Matters** -

- a. **To receive planning decisions** –
Blacksmiths Cottage, Hall Lane – change of use holiday let to year round accommodation – withdrawn
 - Anglian Timber Fencing – erection of 25 dwellings – withdrawn
 - Wood Farm, Ipswich Road – change of use from restoration studio to office – approved
 - Barn at Peartree Farm – conversion for use as holiday let and erection of cartlodge – approved
- b. **To consider the following planning applications-**
 - Blacksmith Cottage, Hall Farm – application for lawful development to permanent residence – no objections
 - Installation of wind turbine at land NW of Poultry Farm – Although SCDC have consulted with all householders who made a response on the previous application it was resolved that a budget of £45 be allocated to produce a notice to distribute to every household in the parish. Mr Smith to add that previous responses are not being counted towards this application. The Parish Council's response remains the same that it opposes any wind turbine within the Parish of Otley. Cllr Bellfield enquired as to the community benefit and the PC were concerned that there is no clarification on the benefit to the community. With no details within the application the Clerk is to approach Otley Green to clarify whether the community benefit Otley Green described in their presentation prior to their initial application is still relevant as all reference seems to have been removed in this recent application. Cllr Bellfield also felt the Community benefit should be set out more clearly to ensure it is ring-fenced for the community.
- c. **To discuss the delegation of powers for planning applications** – SALC confirmed that the Planning Sub-Committee have the delegated powers to make decisions on behalf of the PC but any large, controversial, new builds or larger development planning applications (of more than one dwelling) must be heard in public before the whole Council to hear public's view and to display plans (see also minuted item 12.16.d July 2012).

12.44 **Highways**

- a. Road sign request for Charity Lane as 'unsuitable for HGV's' – Councillors agreed there was merit to placing signs on Charity Lane. Clerk to contact Grundisburgh PC to confirm arrangement. It was resolved that the PC will pay for one sign at the Otley College end of Charity Lane.

12.45 **Rights of Way**

- a. Concerns were raised about fencing hazards along footpath 22 and this will be monitored.

- 12.46 **To receive the Police Report** – PC Debbie Howgego gave her apologies but sent a report. There have been 8 reported crimes since our last meeting on 3rd September. 2 Burglaries and 6 thefts. In comparison Wickham Market 8, Rendlesham 6, Melton 14 Woodbridge 35. Current police priority is to increase cycle safety awareness to all road users in the Melton area, to tackle anti-social behaviour and vehicle nuisance in Rendlesham Village and to tackle anti-social behaviour and vehicle nuisance in Wickham Market. The next community panel meeting will be held on Wednesday 14th November at 7pm in Sutton Heath Welfare Centre. The mobile police station will next be at Otley on Wednesday 14th November between 1.30-3pm.

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

SCC – Cllr Bellfield confirmed that SCC have announced they are not increasing the Council tax and have agreed to further discussions with Cambridgeshire for a merged fire service as the Control Centres are already merged. SCC is setting up a new Heritage Service and they are also looking at digitalising records. Cllr Bellfield was pleased to report that the External Auditors gave a very good report and found nothing of significance. Cllr Bellfield went on to report that the 16 care homes run by SCC cost more than 20% to run than by placing residents into the private sector and that sadly the buildings were not being maintained either. There is a private company taking over the care homes but this has been referred back to the Scrutiny Committee. If this goes ahead there will be an extra 150 beds available, the majority of which will be for dementia patients.

SCDC – Cllr Bellfield confirmed that they are looking to close the Woodbridge Tourist Information centre and moving it to the library. This will be signposted and the logo maintained. It is also proposed to move the face-to-face desk at Melton Hill to the library (though not the Housing Benefit department). The External Auditor also gave SCDC a good report and clean bill of health.

12.48 **To receive the Community Council Report** – Mr Cant read from the minutes. Hirers are still leaving the hall in a mess, the flag pole for the climbing frame is missing the squirrel has now moved to the Scout Hut. The total funds available to OCC are £12,636.49. The Fireworks will be on 3rd November and the Christmas dinner & dance is being organised again this year. The fete made a profit of £1,537 and next year the profits will again be split with stall holders as this proved popular. The CC has placed new locks on the oil tanks.

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

- a. **Letter received from SCDC re: payments for recyclable materials collected from bring sites** – to confirm SCDC can no longer continue to make these payments. Copy given to the Community Council.
- b. **Letter received from Mrs Jay regarding village gates** – Mr Smith will speak to resident. Clerk to check with SCC if they maintain the gates if the PC have supplied and fitted their own.
- c. **Police & Crime Commissioner Elections – letter from candidate** – it was confirmed that these could be displayed once all letters had been received.
- d. **Request received from WSNT for streetlights to remain on outside school, doctors and village shop** – these will be returned to all night lighting for 2 months to see if there are any improvements.
- e. **Letter received from SALC on-line site for reporting overgrown vegetation obstructing signs** – Clerk will report any once information received. Website link : www.csduk.com/CSD/Transportandstreets/gBizProduct.htm?productid+PRHM01&cs+0
- f. **Correspondence for information** – was available for inspection at the meeting and circulated afterwards.

12.50 **Councillors' reports and items for future agenda** – Clerk informed the PC that the WI tablecloth displayed at the recent History event in the village hall will be sent to the Records Office for archives. The PC confirmed they were happy to be the contact to authorise its release to anyone wishing to borrow the item.

12.51 **Date of next meeting** – Monday 10th December at 7.30pm in the Village Hall.

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