

OTLEY PARISH COUNCIL

DRAFT UNTIL APPROVED

Minutes of Parish Council meeting held on Monday 23rd January 2012

Present:

Clerk: Mrs Osborne
Chairman: Mr Smith
Councillors: Mr R Ling, Mr A Ling, Mr Childs, Mrs Grant, Mrs Vaughan, Mr Hook, Mr Cant,
Mrs Lincoln, PC Chatten-Berry, Cllr P Bellfield & 2 members of the public.

The meeting opened at 7.25pm.

1. Apologies for absence - None received.

2. Declarations of interest to items on agenda – None received.

3. To approve minutes of meeting held on 28th November 2011 – The minutes were deemed to be an accurate record of that meeting. This was agreed by all Councillors.

4. Matters arising –

4a. Clerk :

- i. Housing Needs Survey –The PC has been informed that as the Flagship Housing site is within the parish boundary it may not be accepted as a 'local scheme' under S106 exception policy. Land outside but adjoining the village boundary would be considered by SCDC for 'exception' allowing those with a local connection priority of housing in Otley. Item to be placed on the agenda for the next meeting for further discussion.
- ii. Village Gates – Clerk maintaining contact with Highways and to request information regarding approved contractors and obtain official quotes once funding confirmed . P Bellfield confirmed that money will be available but it may be from next year's budget
- iii. Gibraltar Crossroads – Signs have been cleaned, hedges seem to have been cut but not by SCC and road markings will be completed as part of the project. No further works will be undertaken by SCC. Clerk to maintain contact.
- iv. Gibraltar Crossroads/Layby – SCC confirmed it is not considered a lay-by so will not formalise. SCC not currently willing to change kerb line as access required to farmland. If access not required consideration to be given to prevent traveller access. Clerk to establish ownership of farmland and verge & contact Gull Farm. PC Chatten-Berry confirmed that the police would investigate any vehicle reported to be causing an obstruction.
- v. Ipswich Road – Clerk has reported remedial work required to road – still to be investigated by Highways. Clerk to chase.
- vi. Visibility on Chapel Road from Village Hall Car Park – Clerk to maintain contact for hedge to be cut back to improve view of Chapel Road.
- vii. Snow Clearance – Clerk to continue to chase for the replenishment of grit heap opposite North Cottages which is promised but not delivered.
- viii. Land Adjoining Newlands/Boundary Gate – Clerk meeting on site with SCDC to confirm ownership of gate and access.
- ix. Street Lighting – For safety reasons of drivers and walkers and to deter anti-social behaviour it was decided not to switch off the street lights in Otley as part of SCC's ambition to become the greenest county.
- x. Data Protection – Otley Parish Council now registered. Renew annually on 11st December.
- xi. Woodbridge School Pick up Point - pick up point now moved to the larger stretch of grass between Heathcroft and Cherrywood on Chapel Road. This will hopefully alleviate parking issues and improve the safety of the junction.
- xii. Chevron Signage on Ipswich Road – SCC don't consider the bend to be severe enough and the road is too minor, to warrant chevron signage and to date no injuries have been reported following accidents. If they were SCC would conduct a risk assessment. Tony Buckingham agreed to drive the stretch of Ipswich Road and report back to Clerk. Clerk to request bumper and car remnants from latest accident to be removed from ditch.
- xiii. Footpath Signage Gibraltar Road/Gull Farm – SCDC confirm this will be replaced when the contractors are next in the area.
- xiv. Otley Bottom – SCC confirm they will remove vegetation at junction of Otley Bottom.
- xv. Queen's Diamond Jubilee Commemorations – It was agreed to source a commemorative coin and to invite parents to register their children who will be (up to and including) age 16 on 1st September 2012. Councillors agreed to help deliver letters.

4b. **Otley Traffic Group:** - Clerk to confirm village boundary on Cretingham Road.

5. Finance -

5a. **To authorise cheques for signature** – payment of cheques agreed and authorised by all Councillors.

Clerks Salary – (Oct-Dec) £266.88

Clerks Expenses – (in cartridges/stamps) £26.45

Clopton Parish Council – (speedwatch) £40.00

Clerks future salary to be paid by internet banking was agreed and approved by all Councillors.

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

Clerks Course 'end of year accounts' - £25+VAT

Clerks Course 'HMRC, PAYE & VAT' £20+VAT

Payments agreed and authorised by all Councillors.

5c. **To receive the financial report from the RFO including balances at bank** –

Community Account	£ 60.34
Instant Saver Account	£ 7,013.82

6. Planning Matters -

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

➤ Approved – Wood Farm Application to vary condition 4 of planning permission C11/1079

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

➤ None to report.

7. Highways

7a Village Sign – Owing to recent gales the village sign will need replacing. Clerk to approach 'sign of the times' for a quote, size as previous sign and keeping original post and report back with prices and materials.

8. Rights of Way – Nothing to report.

9. To receive the District & County Councillor's report – Cllr Bellfield apologised for missing the previous meeting.

SCC - A new Chief Executive has now been appointed for SCC with a salary of £155,000, no bonuses or extras. The Council needs to save £50m over the next 2 years and majority of these savings from reduced management and back office staff. Cllr Bellfield requested that as many people as possible register for high speed broadband via the SCC website in order to try and bring the service to Suffolk. SCC are currently looking into 'no cold calling areas' and would use signage as Neighbourhood Watch. If the parish wish to join then contact trading standards at SCC. Cllr Bellfield reported that all Government buildings are currently being logged to make efficient use of and where departments can work together ie. Fire and Police, after successful trial in Framlingham. Libraries are now to be run as charities and mobile libraries are likely to be reduced to 3 and will call fortnightly to save costs.

SCDC – Cllr Bellfield reported a very difficult year in order to make savings on next years budget. Reluctantly SCDC will cut funding to the Spa Pavilion in Felixstowe from June 2012. The Local Development Framework has now been sent for inspection. The PC reported that documents received recently seem very bulky. Cllr Bellfield will report back to SCDC and SCC and raise the issue of use of jargon but felt that it was necessary to supply the PC with all relevant information. Cllr Bellfield updated the PC that SCDC continues to work co-operatively with Waveney DC and the Planning department will be working jointly in future. Otley is likely to remain under the umbrella of Central area from the Woodbridge offices. SCDC are looking at reducing the 55 current councillors to 35 in order to save costs in the region of £100,000. This would be looked at the next elections in 3 years.

Cllr Bellfield was asked about disabled ticket charges and the placement of the machines. SCDC are considering some form of pre-payment system and moving the machines to more convenient positions and heights but are restrained by current budgets.

10. To receive the Police Report – PC Chatten-Berry confirmed there had been 4 reported crimes since our last meeting, 3 of which occurred at Otley College. Wickham Market 11, Rendlesham 8, Hasketon 4, Grundisburgh 7 and Clopton 5. Current police priority is the checking of vans and residents should be encouraged to report anything suspicious, as sheds and outbuildings are currently being targeted in the area. The next community panel meeting will be held on Thursday 9th February at 1900hrs at Eyke Village Hall. If the PC is unable to attend the panel meeting they can still send an email to be raised and have put forward for consideration. PC Chatten-Berry highlighted the Police Direct service and the new 'non-emergency' number 101 which is now in operation in Suffolk. Woodbridge SNT are organising a Neighbourhood Watch meeting in February or March. PC Chatten-Berry confirmed that speed enforcement was conducted outside the primary school recently with 4

letters being sent to those travelling over 35mph. PC Chatten-Berry confirmed the SNT will return to check Wood Farm Kitchens as a potential speed check site.

11. To receive the Community Council Report – Mr Cant informed the PC following a mail drop around the village to recruit new members no volunteers had come forward. The Community Council accounts hold £24,879 which is ring-fenced for the play area, kitchen and roof projects. Current estimates are £5k for the kitchen and £30-40k to replace the roof, though this should last another 5 years. Grants will be looked into in order for the works to continue. Over £1k was raised at the Christmas Dinner evening and the following dates have been set : 7th July Village Fete and 3rd November Fireworks,

12. To consider how the Parish Council wish to be involved in the Queens Diamond Jubilee Celebrations –

Suspension of standing orders: meeting open to allow Jane Hall, Assistant Priest of St Marys Church to speak.

Meeting open at 8.45pm.

The village school will be holding a tea party for the school children on Friday 1st June. The church would like to hold a service to commemorate the Diamond Jubilee with the possibility of a barbeque afterwards. The suggestion is a morning service with food afterwards, a flower festival in the church, a book to be held in the church over the weekend for wishes and for the church bells to peal. As the Official Flotilla Parade in London is on Sunday 6th June it was agreed that Monday would be the best day for the event which would be held on the village playing field. The PC agreed and offered to support Jane. The Community Council also offered support but are currently without an entertainments sub-committee.

The public session closed at 9.00pm.

The PC agreed a budget of £500 towards a commemorative coin with an inscription on the reverse presented in a case. Clerk to raise a letter inviting residents to register their children, up to and including age 16 on 1st September 2012, for the gift. Spares of the letter should be available in the village shop.

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

- 13a. A letter was received from Otley Bowls Club requesting a grant towards to cost of purchasing a shed and tanks. Malcolm to enquire as to amount of grant required.
- 13b. The PC were invited to check the website which now includes a link to 'walk4life'.
- 13c. A letter of thanks was received from St Mary's Church for the generous donation given by the PC towards the repair of the clock.
- 13d. The Library Bus parks outside the village shop but too close to the T Junction. Clerk to enquire whether the stop could be in a safer position away from the junction and possibly in the village hall car park, but still maintaining convenience for residents.
- 13d. Core Strategy and Development Management Policies document is currently being circulated. Malcolm advised the PC that they read the relevant marked pages.
- 13d. Correspondence for information – was circulated to all Councillors.

14. Councillors' reports and items for future agenda – It was requested that the Housing Needs item be placed on the agenda for the next meeting and to ensure the village sign was discussed.

15. Date of next meeting – Monday 12th March at 7.30pm in the village hall.

With no further matters to discuss the meeting closed at 9.25pm.