

# OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 2<sup>nd</sup> September 2013

## Present:

Clerk: Mrs Osborne  
Chairman: Mr B Childs  
Councillors: Mrs I Lincoln, Mrs J Vaughan, Mrs A Lord, Mr R Ling, Mrs S Grant, Mr D Hook, Mr M Liddell,  
1 member of the public.

The meeting opened at 7.35pm

13.45 Apologies for absence – Mr A Ling, authorised, Cllr P Bellfield & PC Debbie Howgego

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

13.47 **Public Forum** – Mr B Childs invited the member of the public to discuss and raise any questions regarding their open letter to the PC dated 13<sup>th</sup> August (received by email) regarding housing development on the 2 acre site of 17 Chapel Road. Mr Laurie Baker did not have anything to raise.

The public session closed at 7.45pm.

13.48 **It was resolved** the minutes of the meeting held on 15<sup>th</sup> July 2013 were an accurate record of that meeting. Proposed Mr R Ling, seconded by Mrs S Grant. All in favour.

13.49 **Matters Arising** – appointment of a representative as School Governor for Otley Primary School to be discussed with Mr A Ling at the next meeting as the school is looking to be fully federated with Witnesham and the school governor situation may change.

13.50 **Finance** –

- a. **It was resolved** to authorise the following payments by cheque : £1,219.20 for P3 grass cutting, R Calton. Proposed Mrs I Lincoln, seconded by Mrs J Vaughan. All in favour.
- b. All standing order payments approved. Proposed Mrs I Lincoln, seconded by Mrs J Vaughan. All in favour.
- c. To receive the financial report from the RFO including balances at bank –  
Community Account £2,218.06  
Instant Saver Account £4,349.09
- d. To receive the auditors report from BDO Stoy Hayward for 2012/13 – there were no matters which came to their attention which required the issuing of a separate additional issues arising report. There was no fee as income/expenditure was below £10,000.
- e. The PC was informed of the revised national salary award scale for Local Council Clerks.

13.51 **Planning Matters**

- a. To receive planning decisions : none.
- b. To consider the following planning applications: DC/13/2116 Otley Hall – installation of Klargesters sewage system to replace existing septic tank and reed beds – no objections.
- c. S106 monies from the proposed HTG development were likely to be in the range of £27,000. The PC will wait for an application to be submitted before discussing village requests of where to direct any monies.
- d. An open letter was received from the owners of 17 Chapel Road regarding possible housing development on their 2 acre site. Mr L Baker was asked if there was a covenant on part of the land. He confirmed there was but he didn't believe it was enforceable and the owners are in talks with Mr & Mrs Gasson's solicitors regarding this. Currently the site has a right of access across the land owned by Soames Coaches, who are prepared to look at re-configuring their site to provide better access. The Clerk had spoken with the Planning Officer, Ben Woolnough today, who confirmed they would take a careful view on this site but as it was within the physical limits it would be more favourable than other greenfield sites. Ben had also confirmed that there were possible other sites in this area being brought to the attention of SHLAA, including previously rejected sites. Ben agreed there needed to be control over the amount of development within the village.
- e. Krista Evans, of Flagship Housing, was invited to the meeting to discuss local affordable housing. Krista informed the PC that they are now looking for schemes and would definitely be interested in Otley and would probably bid on the Hubbards properties from the developer. Krista confirmed there was a real need for bungalows but were not interested in flats, however they would speak to SCDC to get their views on current demand. Krista confirmed that Bedroom Tax was pushing for 1 bed properties but they would need to be houses. Flagship are also interested in 2 bed houses and bungalows. Clerk to contact Julie Griffiths at SCDC to get information on demand and need of house types for Otley and determine the waiting list. Krista felt the PC should encourage residents looking for local affordable housing to register with the Gateway lettings department at SCDC as this information is supplied to Flagship. Krista was asked if Flagship would

consider shared ownership housing. Flagship are involved with shared ownership but have no control on the breakdown of such housing on developments. Flagship are likely to wait and see what happens with the proposed development at the HTG site rather than pursue the land behind Newlands.

- f. The PC felt it would be too costly to employ a professional consultant to help with paperwork for the large housing developments but that an Advisory Committee should be set up to prepare a Neighbourhood Plan. **It was resolved** that someone outside the PC be appointed to be Chair with members of the public and at least 3 members of the PC to be part of the committee. Mr M Liddell, Mrs A Lord and Mr D Hook volunteered. The committee is to have powers to co-opt. Proposed Mr R Ling, seconded Mrs A Lord. All in favour.
- g. Electoral Review of Suffolk Coastal – with the new council size of 43 councillors there is now a proposal for a new pattern of warding arrangements so that each councillor represents an average of 2,419 electors. The PC has received consultation information to create a ward pattern to reflect community identities and interests but it was felt that this should be compiled and completed by SCDC.
- 13.52 **Highways Matters** – The PC has been made aware of problems caused by on-road parking at The Manse, Chapel Road. Mr Free has asked the Baptist Chapel if there was available parking on their site but had his request declined. He has asked the PC if they could approach the Chapel on his behalf. Clerk to write a letter.
- 13.53 **Rights of Way** – By-way 66 (Green Lane) requires the hedging to be cut back as it is now affecting farm vehicles using this right of way. Clerk to report.
- 13.54 **To receive the District & County Councillor's report** – Cllr Bellfield gave his apologies as he was unable to attend the meeting. No report received.
- 13.55 **To receive the Police Report** – PC Debbie Howgeo gave her apologies but sent a report. There have been 4 reported crimes since our last meeting in the period 15/7/13 – 30/8/13. In comparison Wickham Market 16, Rendlesham 9, Melton 30, Woodbridge 47 and Hollesley 3. Current police priority is to reduce speeding through Ufford village and to tackle anti-social behaviour in both Rendlesham and Wickham Market. The next community panel meeting will be held on Wednesday 20<sup>th</sup> November at Rendlesham Community Centre. The Woodbridge SNT officers will be reintroducing visits to the village with the mobile police station once every 6 weeks. The next visits are Thursday 12<sup>th</sup> September and Thursday 24<sup>th</sup> October 8.30-9.45am in the village hall car park.
- 13.56 **To receive the Community Council Report** – Christmas Dinner Dance is on 7<sup>th</sup> December. Maintenance issues within the play area and roof to be investigated. The repair to the ramp is now completed. Kitchen project to be completed in Autumn as money from grants is now received. Total cost is £17,500 so OCC have also contributed to the project.
- 13.57 **Matters to be brought to the attention of the Council** – There have been recent staffing changes across the Local Policing Command of Woodbridge, Kesgrave and Felixstowe. Sgt Scott Cullum joins WSNT 2<sup>nd</sup> September and Jo Clark also joins the team. PC Debbie Howgego remains the contact for Otley. Mrs I Lincoln, Mr D Hook, Mrs J Vaughan and Mr B Childs attended the Post Adoption of Core Strategy meeting at SCDC and recommended the Clerk order additional copies of the local plan for all PC members.
- 13.58 **Councillors' reports and items for future agenda** – none received.
- 13.59 **Date of next meeting** – Monday 21<sup>st</sup> October 7.30pm at Otley Village Hall

With no further matters to discuss the meeting closed at 9.15pm.

Signed .....

Date .....