

OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 18th March 2013

Present:

Clerk: Mrs Osborne
Chairman: Mr Smith
Councillors: Mr B Childs, Mrs I Lincoln, Mr A Ling, Mrs S Grant, Mr D Hook, Mrs J Vaughan, Mr G Cant, Cllr P Bellfield and 1 member of the public.

The meeting opened at 7.30pm

12.91 Apologies for absence – Mr R Ling, authorised & PC Debbie Howgego

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

12.93 **Public Forum** – no comments from public.

12.94 **It was resolved** the minutes of the meeting held on 14th January 2013 were an accurate record of that meeting. Proposed Mr A Ling, seconded Mrs S Grant. All in favour.

12.95 **Matters Arising** –

- a. Otley Traffic Group – Lawn signs have been purchased and will shortly be in situ. OTG thanked the PC for their £50 donation.
- b. Mr M Smith and Mr G Cant tendered their resignations after many years' service to the Council and community of Otley. Clerk to notify the Returning Officer.
- c. To propose a representative as School Governor for Otley Primary School – with no volunteers Councillors were requested to consider if anyone outside PC suitable and put forward recommendations at the next meeting.
- d. To propose a representative for Community Council – **it was resolved** that all Councillors will attend one meeting a year on a rota basis. Mr A Ling agreed to draw up a rota.
- e. Mr Smith attended a meeting of residents keen to draw up a Community Plan. It was felt the SHLAA covered the village and the length of time to produce it wasn't a viable option at the moment. **It was resolved** to re-visit in 6 months-1 year. Cllr Bellfield informed the Council that they become incorporated into a Strategic Document and should SCDC deviate from the Core Strategy then the Community Plan would be important to protect the village. Tony Fryatt, Clopton PC, is leading the group of villages Clopton, Debach and Boulge in drawing up their Community Plan and Cllr Bellfield is happy to contact him if Otley wish to join.

12.96 **Finance** –

- a. **It was resolved** to authorise the Clerks salary & expenses at £339.00 and the following payments by cheque :
£55.50 – Community Council hire of village hall
£40.00 – Newlands rent
£240.00 – Suffolk Coastal Services replacement litter bin
£50.00 – donation to Otley Traffic Group
All payments approved. Proposed by Mr A Ling and seconded by Mrs I Lincoln. All in favour.
- b. To receive and approve payments since last meeting – £132+VAT for dog waste bin at footpath on Ipswich Road and for the Clerk to claim expenses following the purchase of a leavers gift of a Clock. Proposed by Mr A Ling and seconded by Mrs I Lincoln. All in favour.
- c. To receive the financial report from the RFO including balances at bank –
Community Account £ 562.33
Instant Saver Account £5,107.53
- d. Councillors received updated copies of the Financial Regulations, Risk Assessment and Asset Register at the January meeting and were provided with an updated copy of the 2013/14 budget showing the increased precept. **It was resolved these be approved** and confirmed as relevant and meet current requirements. The Standing Orders, with the newly adopted Suffolk Code of Conduct were still deemed relevant and the Clerk is continuing to update with SALC. The current Fidelity Cover at £25k was confirmed as meeting the current requirements of the Parish Council.
- e. **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 (May 2012) and recommendations actioned. Mr Smith informed the meeting that the last time the precept was increased was 2006/7 and as more time is now spent on large planning applications and running the council the Precept has been increased to £4,500 and SCDC have confirmed the additional grant this year of £180.17.

12.97 **Planning Matters** –

- a. To receive planning decisions : Homeleigh, Chapel Road – removal of existing roof and new detached garage: approved.
- b. To consider the following planning applications :
 - 8 Chapel Road – severance of part of garden and erection of new dwelling – no objections.
 - 2 Grange Cottages, Helmingham Road – dropped kerb and area of hardstanding – no objections.
 - Mayflower, Church Road – front extension and rear conservatory and extend hardstanding at front – no objections.
 - The Carriage Lodge, Bowerfield House, Helmingham Road, Otley – application to modify or discharge a planning obligation – no objections.
- c. Cllr Bellfield was asked why there are few/no plans uploaded online for planning applications. SCDC can only upload plans which have been electronically submitted though they hope to have a new system in place in Autumn.

12.98 **Highways Matters** –

- a. Clerk to report sunken drain on B1079 near Willowmead Alpaca Farm.
- b. Clerk to contact Highways to advise on damage to verges on Charity Lane from Silverdene to Corner Farm where heavy goods vehicles have driven through them. Cones will be required and kerbing requested.
- c. Clerk to chase Highways for the installation of the HGV signage for Charity Lane.

12.99 **Rights of Way** – nothing to report.

12.100 **To receive the District & County Councillor's report** – Cllr Peter Bellfield was pleased to report that there was no council tax increase from SCC nor SCDC. The Conservatives have pledged not to increase the council tax for the next 4 years if they come into power again. Cllr Bellfield also reported on the press coverage of the change from a 3-tier to a 2-tier school system and confirmed that the Council will continue with the changes. Cllr Bellfield was pleased to report that of the 7,427 secondary school applications for the coming September intake, 97.7% got their first choice. Only 35 pupils didn't get any school of choice. Cllr Bellfield also reported that the Council has purchased 10 semi-permanent and 10 portable VAS signs and that the Suffolk fire service merger planned with Cambridge will not be proceeding but they will continue to try and work together.

Cllr Bellfield is closely involved in the following projects :

Sizewell C – although this won't directly affect Otley, if the park and ride at Wickham Market is the approved site it may encourage workers to use the B1078 and increase traffic. Private motor vehicles cannot be policed but the heavy good vehicles can be and Cllr Bellfield is pushing for all roads to the west of A12 to be protected.

East Anglia Offshore Wind Farm – could affect the B1079 Grundisburgh to Woodbridge if the plans go ahead for a commercial plant in Playford.

Development of houses on Northern Fringe of Ipswich – the traffic management is wholly inadequate for the development to proceed.

Cllr Bellfield reported that SCDC are progressing the Local Development Framework and are hoping the Inspector will sign off by the end of the year and their contract with DC Leisure runs out next year and is to be re-negotiated.

Cllr Bellfield finished by reporting that he has been the District Councillor since 1999 and was sorry to see both Malcolm and Geoff leave but thanked them both for their support and recognised their hard work on behalf of the Parish Council.

12.101 **To receive the Police Report** – PC Debbie Howgego gave her apologies but sent a report. There have been 4 reported crimes since our last meeting on 14th January. In comparison Wickham Market 6, Rendlesham 9, Melton 9 Woodbridge 30 and Hollesley 18. Current police priority is to tackle anti-social behaviour and vehicle nuisance in Wickham Market, Tackle speeding in Chillesford and to tackle anti-social behaviour in Woodbridge. The next community panel meeting will be held on Wednesday 6th February 2013 at 7pm in Lindos Centre, Saddlemakers Lane, Melton. The mobile police station will next be at Otley on Wednesday 3rd April between 1.30-3pm. Details were provided on Community Speed Watch.

12.102 **To receive the Community Council Report** – Mr A Ling read from the minutes of their meeting 24/1/13 and informed a book is available in the village hall kitchen for comments by residents as to what they would like to see in a newly installed kitchen using a £6k grant recently received. He also highlighted that there are currently 4 helpers organising the village fete this year.

12.103 **Matters to be brought to the attention of the Council** –

- a. **It was resolved** that following an email vote a notice is placed on the existing litter bin in Newlands rather than install a new Fido Bin.
- b. The Community Council raised concerns regarding drivers regularly parking vehicles opposite the entrance to the village hall car park, particularly early morning during school drop off. Clerk to report to WSNT for investigation.
- c. Flagship Housing to be informed of small piece of land between play area and meadow behind Newlands which may be suitable for 2-3 2 bed units as recommended in the HNS. Flagship to be invited to the meeting 15th July.
- d. Mr R Ling will be representing the Parish Council at the Otley Players 30th birthday evening.
- e. A Thank You letter was received from Otley Baptist Church following a £100 donation towards the grass cutting of the graveyard.
- f. Following Mr Smith’s resignation the Clerk will take on the role of maintaining and updating the website and has been asked by the Community Council to advertise their hire rates.
- g. Councillors were informed that a response was made on behalf of Otley PC following modifications to Pre-Submission Suffolk Coastal Core Strategy & Development Management Policies Development Plan.

Mr Smith thanked Geoff Cant for his 30 years’ service to Otley Parish Council and Mr A Ling in turn thanked Malcolm Smith for his 18 years’ service and for steering the Parish Council during his 13 years as Chairman.

12.104 **Councillors’ reports and items for future agenda** – none received

12.105 **Date of next meeting** – **Monday 20th May** 7.00pm, for AGM & APM at Otley Village Hall

With no further matters to discuss the meeting closed at 8.40pm.

Signed

Date