

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 11th December 2017

Present:

Clerk: Mrs R Green
Chairman: Mr A Ling
Councillors: Mrs I Lincoln, Mr R Ling, Mrs S Grant, Mrs J Vaughan, Mr M Liddell, Mr D Hook,
Mrs V Osborne, Cllr Mr T Fryatt

The meeting opened at 7:32pm.

17.082 Apologies for absence – Mrs S Grant, Mrs A Lord, Cllr R Vickery.

17.083 Declarations of interest to items on agenda – none.

17.084 Public Forum – there were no members of the public in attendance.

17.085 Minutes of the Parish Council Meeting held on 9th October 2017 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

17.086 Matters arising -

a) Defibrillator update- As many will be aware the defibrillator is up and fully operational. Letter of thanks has been written to Cllr Robin Vickery for his donation. Clerk carrying out regular checks. Information passed to Mrs J Vaughan who will accompany Clerk when next checking. Clerk had composed a letter to invite local residents for 'awareness session' which was approved by Councillors. The awareness session will take place on Tuesday 16th January 2018. The invite will request residents to contact Clerk for an indication of numbers. Refreshments to be organised. Councillors were happy to help with leaflet dropping, Clerk to contact when ready. Letter to be sent out after Christmas but early January. Once awareness session has taken place Clerk to write an article for Grundisburgh News, Church Magazine and Coastlight about new purchase of the defibrillator. One of the signs stating where the nearest defibrillator has been given to the doctor's surgery. It was agreed that the other two signs would go somewhere near the bus shelter on Chapel Road and to ask the White Hart Pub to display one.

Mr T Fryatt was interested to know if everyone received the Grundisburgh News. It appears those receiving through the door copies vary within the village. However, it is available to collect from Otley Village Stores.

b) Noticeboards and Gate refurbishments have been requested. Mr A Ling said work will commence sometime soon as the carpenter is currently busy and once the job he is working on is finished hopefully he will do our work.

c) Potential costings for tempodis camera to record data- Clerk liaising with Mr D Hook. It is being looked into.

d) Footpath to the White Hart Pub from Ipswich Road. Clerk has spoken to Highways customer service. Request has gone to Area Manager- Amanda Mayes (Footway Asset Manager). Highways have 20 days to respond. Clerk was informed it was a complex query but an email or phone call will occur. Clerk has a reference number. There is no direct contact with Highways like previously due to the new restructuring. Clerk to monitor an update again at next meeting. Mr A Ling explained to Mr T Fryatt the Parish Councils intentions of digging out, using a membrane and gravel boards then compacting down type 1 gravel. Mr T Fryatt said depending on how much highways own and where the landowners land begins it will probably be necessary to speak with the land owner. A permissive footpath would be one that is used by the public whose use is allowed by the landowner. Councillors acknowledged this. To avoid kerbing, it is believed to be 18 inches away from the road.

e) Reform of Data Protection Legislation update- Clerk emailed information received regarding new data protection legislation. Although still very unclear Clerk highlighted importance of the change to Councillors. Clerk referred to the 'Report to Full Council' document and the recommendations. It is likely there will be a cost at some point but it is unclear presently exactly how much. A DPO (Data Protection Officer) needs to be appointed and it will not be possible for the Clerk/RFO to take this role on. Clerk informed Councillors SALC may take this on by appointing someone suitable that can then be shared and accessed by a group of Parish Councils. Clerk pointed out the cost for some very small PC's at the course attended was a huge concern. Mr A Ling stated the Finance Committee would meet in the New Year once additional information was available. The budget will need to take this additional cost into consideration. Potentially £280.00 for year 1 then £120.00 for year 2, based on Otley PC falling into category 2. Clerk has made contact with other local Parish Councils to gain further insight on this matter. **It was resolved** that the Council are considering their available options for appointing a DPO.

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f) Dates for the Parish Council Meetings 2018 have been arranged for: 15th January, 12th March, 21st May, 9th July, 10th September and 19th November. All Monday's as usual. Note change to May meeting from agenda as 7th is the bank holiday.

g) Information brochure- Mr A Ling explained the idea of having a brochure containing essential contacts and organisations in the village. This would be informative to residents and awareness of what is going on in the village would be better and hopefully help improve numbers to organisations and various events going on. It was suggested footpath maps could also be included. Response was positive to the idea. Mr A Ling also went on to say about the possibility of having a 3 month rolling diary of what is going on in the village which would allow people to be more informed of what is coming up/going on. Mr A Ling and his wife are happy to start this up. Mr D Hook suggested it would need financial backing.

17.087 Finance –

a) **It was resolved** to authorise cheques for signature: Data Protection Renewal (ICO): £35.00 Wreaths and Crosses (Royal British Legion): £65.00- authorisation given by email & Cheques signed at finance meeting.

b) **To receive and approve payments since last meeting:** Authorisation given by email for CAS website hosting: £60.00 (incl VAT), Village Hall Hire for May, July & September: £50.00, SALC Data Protection Course clerk attended: £26.40 (incl VAT). Clerks Salary: £343.90 (Oct/Nov) Clerks Expenses: £0.00 none. Proposed: Mrs I Lincoln, seconded: Mrs V Osborne.

C) To receive the Financial Report from the RFO including balances at bank -

Balances are as follows:	Community C/Acc	£ 1,425.90 CR
	Business premium Acc	£ 7,346.91 CR

Balances confirmed as correct. Clerk showed Chairman print out of bank balances, matching above. Clerk gave bank reconciliation sheet to Councillors. Bank Reconciliation sheet was handed out to Finance Committee at the meeting held on 28/11/17 since then £1.14 interest has come into the Business Premium Account. Under receipts the current account shows the grass cutting money from SCC has been received and was the amount requested. The Business Premium shows all the precept money and the grant from Cllr Robin Vickery. Overall this is too much. Clerk then presented Councillors with Out-turn sheet 2017-18. Yearly running costs are more than what is coming in. This has been fine as there has been money carried over and there has been savings. However, as recognised at the finance committee meeting this is not viable long term.

d) Follow up from Finance Committee meeting held on 28/11/17. The budget was discussed and costings individually looked at. Changes made at Finance Committee were as follows: Zurich Insurance £240.00 to cover any government tax charges despite having a fixed rate for 5 years. Footpath maintenance increased by £100. £200 added for defibrillator on-going costs. Councillors decided £280 to be added as a separate item for recurring payments for Data Protection. War Memorial to be £30.00. 'Other' change to £50. The budget was not approved at this meeting due to the various minor changes required. Approval to be given at January's meeting. Precept request must be made by 19th January. Clerk talked through household tax charge and what was requested last year. **It was resolved** to ask for a 2% precept increase as the potential building of the footpath will decrease savings. Clerk to complete necessary paper work. Proposed: R Ling seconded: Mrs I Lincoln.

e) Letter received from Disability Advice Service requesting a donation. It was resolved to continue with a donation of £100. Proposed: Mrs J Vaughan. Seconded: Mrs V Osborne. A letter has also been received from the St Mary's Church requesting additional money for garden maintenance. Letter read to Councillors. It was suggested £200. Councillors recognise that the church is short of income and has higher expenditure and is an asset to the village and therefore it should be looked after as much as possible. After discussing this matter it was resolved to donate £250.00 and adjust accordingly depending on PC's finances.

f) Mr A Ling stated the Clerk's Salary to be increased following Clerk's request and Councillor discussion prior to the meeting. It was resolved to increase the Clerk's Salary to £10.50. Proposed: Mrs J Vaughan. Seconded: Mr D Hook. Clerk accepted with gratitude.

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17.088 Planning –

a) To receive planning decisions:

Ref No: DC/16/4970/ARM received date: 4th April 2017

Address: **Hillview Church Road, Otley Suffolk**

Proposal: Condition No 2 (C) Hard and Soft Landscaping Date for submission of comments: 21st April 2017
(The Parish Council have requested an extension until the 10th May 2017)

The Parish Council submitted objection to this application. Application has now gone to Committee.

Application Permitted 19/10/17

To view case officer/ committee report go to:

<http://publicaccessdocuments.eastsuffolk.gov.uk/NorthgatePublicDocs/01332183.pdf>

Ref No: DC/17/3530/FUL received date: 22nd August 2017

Address: **Hall Farm, Hall Lane, Otley Suffolk.**

Proposal: Erection of a new office building, planting of boundary screening and alterations to existing highway access. Date for submission of comments: 10th September 2017

The Parish Council submitted **no objection** to this application.

Application Permitted 05/10/17

Ref No: DC/16/5350/OUT received date: 24th December 2016

Application: Refused Appeal by: Mr M Brown

Address: **Land Adjacent to The White Hart Inn, Helmingham Road, Otley**

Proposal: Erection of detached dwelling. Date for submission of comments: 21st September 2017

Appeal reference: **APP/J3530/W/17/3177208**

The Parish Council submitted **objection** to this application.

Appeal has been lodged. Decision continues to be unavailable

Ref No: DC/17/3762/LBC received date: 23rd September 2017

Address: **Hall Farm Cottage, Chapel Road, Otley Suffolk.**

Proposal: Listed Building Consent- Proposed external alterations at Hall Farm Cottage. Remove existing clay pantiles, extend projection of both front and rear eave replace the existing pantiles with a natural slate roof tile and renew softwood barge and capping boards as necessary. Replace existing section of double glazed roof with a new double glazed roofing system due to deterioration of existing supporting rafters and the failure of existing double glazed units. Replacement of the existing glazed doors and side windows/brickwork panels with French Doors and full length glazed side lights. Clad the existing single storey element with a stained (black) softwood weather board so as to match existing cart lodge. Replacement of existing modern windows in East extension with matching double glazed windows. Date for submission of comments: 11th October 2017

The Parish Council submitted no objection to this application.

Application Permitted 20/10/17

Ref No: DC/17/3936/VOC received date: 20th September 2017

Address: **Hillview, Church Road, Otley Suffolk.**

Proposal: Variation of Condition No.9 of DC/13/3229/OUT- Outline planning permission for redevelopment of site to include up to 35 dwellings, up to 900 square metres of B1 Commercial space, landscaping and access roads. Existing buildings to be demolished- phasing the remediation to enable construction on the main body of the site (phase 1) with phase 2 being investigated at a later stage.

Date for submission of comments: 8th October 2017

The Parish Council submitted no objection to this application but did point out the need to complete the whole development including the B1 units.

Application Permitted 27/10/17

b) To consider the following planning applications:

Ref No: SCC\0191\17 received date: 11th November 2017.

Address: Otley Primary School, Chapel Road, Otley IP6 9NT.

Proposal: Demolition of existing temporary building, construction of new standalone hall and pre-school building with associated external works.

Date for submission of comments to Suffolk County Council 1st December 2017.

The Parish Council submitted no objection to the application.

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In Mrs S Grant's absence information was provided and read by the Chairman stating Under Fives are due to move out just before Christmas and into the village hall. The site will be cleared in the new year and building due to begin in February.

Since writing the agenda the following application has also been received:

DC/17/5063/FUL received date: 8th December 2017

Address: Goldsmiths Barn, Thompson's Lane.

Proposal: New entrance lobby

Date of submission of comments: 26th December 2017. A majority no objection to the application but one concern for the proposal looking out of character.

c) Local Plan Review – Issues & Options Consultation. 'Help Plan the Future of the District' email of acknowledgement. Email read out that Clerk had received. Mr T Fryatt commented on the over whelming response to the consultation document. It will be late Spring when phase 2 will come in. Mr T Fryatt spoke of 'enabling development' and referenced Grundisburgh and the arrangement they made to gain a new village hall.

17.089 Highways

a) Stop sign on junction of Chapel Road/Church Road reported. Awaiting a response.

b) 'Slow Horses' sign. Clerk has been in contact with Royal British Horse Association and waiting on a response.

c) It was brought to the attention of the Parish Council that the grit bin on Ipswich Road has been demolished due to a car crashing into it. Clerk to follow up with insurance then new bin to be repositioned but in the same area.

d) Church Road going down towards Otley Bottom has two huge trees which have fallen, but not into the road. However, the national speed limit sign is leaning which could suggest there is a problem with the bank. Clerk to report to highways so they can investigate.

e) Email received stating open reach will be at the corner of Ipswich road 13-15th December. No delays predicted just carriage way incursion.

17.090 Rights of Way

a) Mr R Ling reported that Newlands has been topped twice and the hedges have been cut.

b) The bridge on the footpath between Spring Park and Hall Lane is in a perilous state. Clerk to report.

c) The Sleeper bridge between Reuben's land and Lings Farm needs replacing. The two sleepers go over a deep ditch, there is no chicken wire for feet to grip or hand rails. Ideally a proper bridge is required. Clerk to report.

17.091 County Councillor's Report –

Mr T Fryatt spoke to Councillors. SDCDC are taking over managing parking, off street and on street, Scale of charges requires looking at. Hamblin Road, Woodbridge is currently £1 per hour and is likely to go to £1.20 per hour. Mr T Fryatt spoke of current money coming in is not equal to money going out.

Green waste- grants will no longer be available meaning this will not be free of charge. By April the cost will be £43.00 per year for households. It will not be compulsory and people can opt out and dispose of green waste other ways. There will be an opportunity to apply for a larger bin 240litres. A second green bin is in the region of £50-£60.

Broadband-£250,000 to invest in infrastructure so everyone gets faster broadband. Identify who needs it then contact colleague Will. Clerk already has his contact details.

The Anti-Social Behaviour Crime and Policing Act have introduced Public Space Protection Orders (PSPO's) This will provide an opportunity to update controls over dog fouling. The benefit of this approach is that prohibition of dogs on certain beaches and amenity areas can be enforced more effectively through Fixed Penalty Notices rather than prosecution.

Horse Riding for the disabled has been set up at Clopton. A Royal visit is to take place on 19th December at 9am.

Felixstowe Leisure Facilities- planning to create leisure facilities at north Felixstowe at Landguard. It will be a big scheme with a state of the art building. The new location will have better access and facilities than current location.

Mr R Ling asked if Blue Badge concession would continue in car parks. Mr T Fryatt responded yes.

Mr A Ling thanked Mr T Fryatt for his report.

No report received from Councillor R Vickery.

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17.092 Community Police Report – The Crime map for this area showed 4 reports of crime reported in September 2017. 1=vehicle crime on or near Helmingham Road, investigation complete. 1=violence or sexual offence on or near Newlands, under investigation. 2= crime on or near B1079 criminal damage & arson. Violence & sexual offences, both under investigation.

A Christmas campaign has been launched called 'Ask for Angela' whereby those feeling vulnerable or unsafe can discreetly ask for help from bar staff/doorman using the phrase 'Ask for Angela'.

A second campaign called '#saferchristmas' has also been promoted to make drinkers aware of their limits.

17.093 Speedwatch Results – none to report.

17.094 Community Council Report –Mr R Ling attended the recent meeting. Profits from the fete were up from last year at £2,309.90 profits from the Fireworks were also up at £430.79. The flower show made a loss of £79.16 It is expected there will be a small surplus for the year. A range of repairs within the village hall are required in particular the pot holes in the car park. The boiler requires attention due to smell of oil and the fence outside the hall needs repairs. The light fittings are to be replaced with a better system and switching. In the kitchen the water heating system is unsatisfactory as it doesn't give sufficient hot water when required for teas and washing up. Discussion took place as to having a dishwasher to improve both problems. The ladies toilets required cleaning and updating. The seats of the chairs required cleaning and Christine was asked if she would do this with a borrowed cleaner. The piano had two keys which didn't work and it was always out of tune. Lester Hawes and Mr R Ling intend to donate an electric piano organ keyboard from the profits of Otley Past. As there are various repairs and renovations the cost will be quite considerable and it was suggested that grants may be obtained from the Suffolk Coastal District Council and the Parish Council.

17.095 Matters to be brought to the attention of the Council

a) External Audit 2017/18 update. Clerk referred Councillors to email forwarded from SAAA 22/11/17. Clerk interpreted that Otley PC has now been 'opted in' after paying the admin fee. It appears there will be a different company distributing the documents for the Annual Return which will come online rather than by post. Due to income being less than £25,000.00 Otley PC should be exempt from paying as previous years. Mrs V Osborne suggested contacting SAAA to check how we declare ourselves 'exempt'. Clerk to do so and report back at next meeting.

b) Register of Electors. Do Councillors want a full version? Yes all agreed. All in favour.

17.096 Councillors' reports and items for future agenda

a) Mrs I Lincoln asked when wreaths and poppies are removed from War Memorial and who does it. Mrs I Lincoln volunteered to remove them in the New Year and dispose appropriately.

17.097 Date of next meeting – Monday 15th January 2018 at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 9:25pm

Signed Dated