

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 10th July 2017

Present:

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

The meeting opened at 7:32pm.

17.034 Apologies for absence – Mr T Barrett,

17.035 Declarations of interest to items on agenda – none received.

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

17.037 Minutes of AGM meeting held on 15th May 2017 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

17.038 Matters arising -

a) Defibrillator update- Clerk has requested a new invoice for purchase of defibrillator. Community Heartbeat have sent a 'Project Assistance Request'sheet which has various options on. This is difficult to compare to the original invoice sent. Clerk has tried to contact CHB and will continue to do so to gain assistance on what Otley needs. Clerk explained the difference between 'semi-auto' and 'fully auto'. It was resolved to choose the fully automatic. All in favour. Clerk will then discuss further options with Mr R Ling and Mrs J Vaughan. Once a new quote is sent Clerk will gain authorisation for purchase and then pursue next steps for gaining the grant from Mr R Vickery as he requires an actual figure. It was suggested Clerk also requests details on the installation eg amps required. Councillors are keen to use current electrician who usually does electrical work in the village hall.

b) Tempodis camera: Batteries purchased and arrived. Clerk handed over to Mr D Hook. Councillors considered the potential purchase of the additional camera equipment that will record data as this will help with gaining information to support action required to reduce speeding traffic, particularly on Helmingham Road. Clerk to pursue matter once new batteries are up and running.

c) New Under 5's pre-school building- Plans for the new build were signed off last Friday. New building will be going ahead. Otley Primary School currently provide access across the playground to the current entrance to the Under 5's building. The Under 5's are keen to change this particularly once the school becomes an academy in the future. Mrs S Grant asked Councillors if the Parish Council could help in obtaining a gate on Donkey's Ears Lane so Under 5's could have their own separate entrance. Mrs S Grant also asked what steps should be taken next. Mr M Liddell suggested putting own planning application forward and recommended the width would need to be at least the width of two buggies for suitable access. Mrs S Grant informed Councillors a certain amount of money has been put to one side to help with this issue. Mr A Ling suggested asking Highways- What do we need to do? How do we do it? Rights of Way at Suffolk County Council are responsible for Donkey's Ears Lane. Clerk has contact for Highways and Rights of Way and will pass contacts on to Mrs S Grant.

17.039 Finance –

a) **It was resolved** to authorise cheques for signature: Suffolk Preservation Trust: £30.00. Authorisation given by email- SAAA : £480.00 Village Hall Hire: £40.00. Radarlux:285.60EUR (255.78) plus £15.00 bank charge. Proposed: Mrs J Vaughan, seconded: Mrs S Grant

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 290.05 Clerks Expenses: £0.00-none Proposed: Mrs J Vaughan, seconded: Mrs S Grant.
Receipt received from Mrs I Lincoln for War Memorial Plants- £10.46. Proposed: Mr D Hook, seconded: Mrs V Osborne.

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

Balances are as follows:

Community C/Acc	£ 671.24 CR
Business premium Acc	£ 7,717.53 CR

Balances confirmed as correct. Clerk showed Chairman print out of bank balances, matching above. Clerk gave bank reconciliation sheet to Councillors and explained figures.

OTLEY PARISH COUNCIL

d) Annual Return 2017 was sent to BDO at the beginning of June. Details of End of Year Return and Annual Governance statement 2017, sections 1,2,& 4 have been published online on the Otley Parish Council website. Section 3 to be published once returned from BDO. Since writing the agenda Clerk has received correspondence from BDO querying the decrease of £1,256 on the asset register. They requested a break down of why this was the case. Clerk used the Internal Audit report from Heelis & Lodge which showed the change in the Tempodis camera being recorded at cost value not insurance cost, disposal of printer and acquisition of grit bin. Awaiting to hear outcome.

17.040 Planning –

a) To receive planning decisions:

Ref No: [DC/17/2250/FUL](#) received date: 3rd June 2017

Address: **11 Chapel Road, Otley Suffolk.**

Proposal: Revised application for rear extension, partly two-storey

Date for submission of comments: 22nd June 2017

The Parish Council submitted no objection.

Awaiting decision

Ref No: [DC/17/2094/FUL](#) received date: 24th May 2017

Address: **Barn at Former Peartree Farm, Ipswich Road, Otley Suffolk.**

Proposal: Use of existing barn for annexed accommodation.

Date for submission of comments: 12th June 2017

The Parish Council submitted no objection.

Awaiting decision

Ref No: [DC/17/1699/FUL](#) received date: 24th May 2017

Address: **Hall Lodge, The Green, Otley Suffolk.**

Proposal: Proposed replacement dwelling, retention of the existing house structure for use as a cart lodge, associated external works, blocking of existing pedestrian access and reconfiguration of internal driveway.

Date for submission of comments: 12th June 2017

The Parish Council submitted no objection on the grounds that planning policy was adhered to.

Awaiting decision

Ref No: [DC/16/4112/OUT](#) received date: 27th April 2017

Appeal by: Mr and Mrs J Scales

Address: **Blue Barn Farm, High House Road, Otley**

Proposal: Demolition of outbuildings. Construction of one self build, timber chalet development of a small farm.

Date for submission of comments: 29th May 2017

Appeal reference: **APP/J3530/W/17/3167907**

The Parish Council submitted a reply re-iterating their original response of objection.

Appeal has been lodged. Decision unavailable.

Clerk informed Councillors this is still ongoing.

Ref No: [DC/17/1767/FUL](#) received date: 27th April 2017

Address: **Willowmead Otley Bottom, Otley Suffolk.**

Proposal: Three bay garage/cartlodge (change of size and position to that already approved, but not built under C/03/0415).

Date for submission of comments: 16th May 2017

The Parish Council submitted no objection.

Application Permitted 15/06/2017

OTLEY PARISH COUNCIL

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.

Awaiting decision

Clerk informed Councillors the Committee meeting will take place in August.

Clerk also pointed out to Councillors that the Two Hoots FarmHouse application was eventually permitted.

Ref. No: [DC15/2149](#) & [DC15/2150](#) Received date: 27th June 2015

Address: **Two Hoots FarmHouse, The Green, Otley.**

Proposal: Resubmission of application for a single storey extension to north, replacement porch (demolish existing) and associated works.

Date for submission of comments: 15th July 2015. The Parish Council submitted **no objections** to this application. Decision: **Application Permitted**

b) To receive the following planning applications: none.

17.041 Highways

a) Red barrier/cones outside Hillside, Church Road has now been removed. Clerk believed this was why the road was shut for the morning the other day.

b) Hole in the grass verge, Chapel road was reported to Clerk. This was a very deep hole, previously a post/telegraph pole had been there. It was removed but not filled. Thanks to Claire Cole the hole has been filled rather than waiting for Highways. However, Clerk did report stating how dangerous it was to leave the hole unfilled.

c) Sleepers that were previously reported behind church need reporting again, hole requires fixing. Clerk to action.

d) Crumbling tarmac needs reporting, along Ipswich Road past Walnut Tree Farm. Corner of Gypsy Lane and near Woodfarm also all breaking up and requires reporting too.

c) Mrs A Lord asked what was happening about the footpath up to the White Hart. Clerk to ask Highways what the Parish Council can do independently with permission of highways. Mr M Liddell happy to draw up a scheme.

17.042 Rights of Way

a) Dog fouling on footpaths- This was mentioned in the church magazine. Councillors discussed the possibility of having a sign saying 'you are being watched!' as people of the village are very vigilant. Clerk to gain costings for potential A4 signs.

17.043 County Councillor's Report – Cllr T Fryatt's report was read by Mr A Ling. **Ward Councillor's Report for July 2017**

Financial Year Outrun Report 2016/1

We have a very positive report on the Council's financial performance for 2016/17 in respect of the General Fund, Reserves, the Capital Programme and the Collection Fund.

We were able to:

- deliver savings and achieved additional income, which helped to meet spending pressures,
- increase reserves by £8.571m.

The Capital Programme expenditure for 2016/17 was £4.096m, funded from external grants and contributions, capital receipts and capital reserve. The Council did not enter into any borrowing in 2016/17 to finance its capital expenditure and consequently remains debt free.

Official opening of East Suffolk House

We have been using East Suffolk House since January but we just had the official opening. Over 100 guests were present to see the Lord-Lieutenant of Suffolk, Clare, Countess of Euston, carry out the opening duties – amid praise for the design of the new building.

Success of Extra Electrical Recycling Banks

New recycling banks, being trailed at two locations in Suffolk Coastal, are proving a great success.

OTLEY PARISH COUNCIL

Since mid-February 2017, special recycling banks for small WEEE (waste electronic and electrical equipment) have been in place at the community recycling points on the Market Place car park in Saxmundham, and behind the Deben swimming pool in Woodbridge.

The new facilities enable residents to deposit waste appliances such as hair-dryers, kettles, toasters, electric clocks, irons, food mixers, DVD players, radios and small electrical hand tools.

The new banks in Saxmundham and Woodbridge have already diverted over 2 tonnes, meaning that an estimated 1500 small domestic appliances are now destined for recycling, which might otherwise have gone to waste.

The community recycling point behind the Deben Pool in Woodbridge has also recently seen its textile bank capacity upgraded.

Return of Women on Wheels

Women On Wheels returns to Rendlesham this October and this year we hope to get even more girls and women of all ages cycling in support of the Suffolk Royal British Legion Poppy Appeal!

Two rides are taking place at Army Rock Barracks, Sutton on Sunday, 1 October, offering an opportunity for all women and girls to get on their bikes to take on a challenge and have some fun.

Women On Wheels events are mass participation female only rides, raising money for local charities, that put a strong focus on the fun, friendly and inclusive aspects of cycling. They are very much aimed at non-cyclists and existing cyclists alike, with routes of an achievable distance, and are open to all ages.

Last year, a number of WoW events took place throughout Suffolk and rides are growing with popularity linking to the arrival of the Women's Tour and Tour of Britain (which comes to Suffolk on Friday, 8 September).

The 5km starts at 11:30am for £5 and the 15km ride starts at 10:30am for £15. Under 16's are free if accompanied by an adult.

Females of all ages can register for the event at:

www.eastsuffolk.gov.uk/leisure/sportandleisuredevelopment/women-on-wheels

Tony Fryatt

9th July 2017

No report received from Mr R Vickery.

Mr Ling showed his appreciation to Dr Dan Poulter and Mr Robin Vickery for taking the time to attend the village fete, much appreciated.

17.044 Community Police Report – 184 crimes were reported in the Woodbridge neighbourhood for April 2017. None were directly affecting Otley. No stop and search in the area. Mrs S Grant reminded Councillors she had emailed the latest copy of the Woodbridge SNT for July.

17.045 Speedwatch Results –Mr Tony Barrett had no statistics to report this time. Councillors discussed the advantages of potentially investing in a data logger which could be added to the current VAS Otley Parish Council own. Mrs S Grant explained how this information could be collected for 6 months and provide valuable statistics which would require action from the authorities. Clerk to gain up to date price on data logging system. As previously mentioned [17.0038 b)] Mr D Hook will check new batteries work first before final agreement on additional purchase.

17.046 Community Council Report –No specific report received. Mr A Ling informed Councillors that the fete had been well attended and a successful afternoon. Profit was in the region of £1500.00 The Parish Council raised approximately £40.00 from 'Guess the number of chickens in the pen' and egg game. The backroom of the village hall is being redecorated and will be having new flooring. The next meeting is in early September. Mrs A Lord to attend if not on a Monday.

17.047 Matters to be brought to the attention of the Council

a) letter from TOP's read by Mr A Ling asking if Councillors would be interested in contributing to a sketch as part of an up and coming production. Reply required by 23rd July. Mr A Ling to reply on the Parish Council's behalf.

17.048 Councillors' reports and items for future agenda

a) Vandalism is on 30mph sign towards Otley Bottom and requires cleaning. Clerk to report.

OTLEY PARISH COUNCIL

- b) Sign at Gibraltar Road crossroads can't be seen. Clerk to report.
- c) Mrs S Grant informed Councillors that two medical residents of the village would be happy to provide a village talk on how to use and not to use a defibrillator. Clerk to write and thank them for offer which they would be happy to take up once installed.
- d) Concern was raised for Otley College. Recent Ofsted report was very poor and they are in special measures. The situation is not going to fix overnight a longer term financial plan is required. Councillors questioned whether anything can be done to help. Still owned by Suffolk Cobbold Trust. West Suffolk College is doing well in comparison.

17.049 Date of next meeting – Monday 11th September at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 8:34pm

(Following the close of the meeting Cllr Tony Fryatt contacted the Clerk to say he did attend the meeting late but the meeting had finished and sent his apologies for not being able to attend earlier).

Signed Dated