

## OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 9<sup>th</sup> July 2018

### **Present:**

Clerk: Mrs R Green

Chairman: Mr A Ling

Councillors: Mr R Ling, Mrs I Lincoln, Mrs S Grant, Mr M Liddell, Mrs V Osborne, Mrs A Lord

The meeting opened at 7:30pm.

**18.035 Apologies for absence** – Mrs J Vaughan, Mr D Hook, Cllr Mr R Vickery, Cllr T Fryatt.

**18.036 Declarations of interest to items on agenda** – none received.

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

**18.038 Minutes of Annual General Meeting held on 21<sup>st</sup> May 2018** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

### **18.039 Matters arising -**

a) Tempodis camera- Clerk informed Councillors of information received regarding the data recording equipment. The contact in Germany was not as helpful as hoped. Clerk to make further investigations. Information was also given to Councillors regarding a solar panel for the camera this is 689euros excluding VAT and transportation costs. It was resolved to leave this for now as a significant expenditure and to further investigate the data recording possibility. Mrs A Lord mentioned that a local Primary School had purchased a simple solar panel system which may work for the camera too. Mrs A Lord to find out more information and cost.

b) Helmingham Road Footpath-Clerk has previously sent an email to acknowledge the positive response from the land owner. Clerk to now write a formal letter regarding legal fees.

c) Data Protection Regulations- As previously stated the Parish Council are no longer legally required to appoint a Data Protection Officer (DPO). Our SALC membership will offer support and guidance when and where necessary. The Parish Council are still required to be working towards compliance despite no DPO.

### **18.040 Finance –**

a) **It was resolved** to authorise cheques for signature or BACs: Suffolk Preservation Society- £30.00  
Proposed: Mrs I Lincoln seconded: Mrs A Lord.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 273.00 (May/June)  
Clerks Expenses: £2.11 Proposed: Mrs S Grant, seconded: Mrs A Lord.  
Plants for the War Memorial: £6.05 Proposed: Mrs V Osborne seconded: Mrs S Grant.

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

Balances are as follows:	Community C/Acc	£ 820.00 CR
	Business premium Acc	£ 8,663.12 CR

Bank Balances confirmed as correct. Clerk showed Chairman print out of balances. Clerk handed Councillors a copy of the Bank Reconciliation. Bank balances match bank print out. Reconciled at £9,483.12. There have been small changes since the last meeting. Payments for the Current account include the amounts authorised last meeting (SALC membership, Clerks salary-April, Heelis & Lodge payments) The Business Account shows the first precept plus an additional £4.04 interest.

Mrs I Lincoln confirmed she has registered successfully with online banking so at least one other person has access to the bank accounts for transparency and financial protection.

d) External Audit Documents were sent off beginning of June to PK Little John. Details of End of Year Return & Annual Governance Statement 2018 sections 1 & 2 along with the Annual Internal Audit Report were published online by 2<sup>nd</sup> July 2018. This also complies with the Transparency Code. Clerk is yet to receive any further correspondence from PK Little John.

e) Dates of the period for the exercise of public rights has begun- 2<sup>nd</sup> July-10<sup>th</sup> August 2018. No members of the public have requested documents so far.

### **18.041 Planning –**

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- a) To receive planning decisions: none
- b) To consider the following planning applications:  
The following applications were received after the agenda had been set.

**DC/18/2553/ROC** received date: 6<sup>th</sup> July 2018

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

Proposal: Removal of Condition 4 on application DC/17/4300/FUL Change use from existing agricultural land to residential cartilage and erection of new replacement dwelling and demolition of existing dwelling-new document and plans submitted.

Date for submission of comments: 25<sup>th</sup> July 2018.

**DC/18/2713DRC** received date: 9<sup>th</sup> July 2018.

Address: **Blue Barn Farm 2, High House Road, Otley Suffolk.**

Proposal: Application for approval of details reserved by conditions 4, 5, 7 & 8 on DC/18/0969/PN3

Date for submission of comments: 26<sup>th</sup> July 2018.

Clerk to contact case officer for both applications to confirm intentions. Clerk to then feedback to Councillors prior to submission dates.

c) Suffolk Coastal Local Plan First Draft Consultation period beginning 20<sup>th</sup> July for 8 weeks. The Parish Council have been informed that the SCLP First Draft suggests two potential sites for Otley. (One along the Helmingham Road the other just past Newlands). The Parish Council were not expecting these sites to be put forward. They were not asked for or suggested by the Parish Council. There is a briefing meeting on the 18<sup>th</sup> July which Councillors will be attending to gain further information and following on from this Councillors will be able to attend a 1-to-1 with SCDC planning to talk specifically about Otley Parish. The Parish Council expressed concern for such potential sites to become housing developments. There is concern for infrastructure on what Otley already has and the negative impact it could have on various services within the village. Councillors also expressed concern for the Physical Limits Boundary potentially changing which the Parish Council have not agreed to. The Parish Council are in consultation with SCDC and will be taking the necessary steps to ensure the growth of Otley is suitable for the needs of the village.

d) Ashbocking- potential new building plot which partly lies within the parish of Otley. Clerk showed Councillors the suggested idea (yet to be approved by SCDC planning) at the site of Green Farm, Ashbocking. Councillors appreciated being informed and thank Ashbocking Parish Council.

### **18.042 Highways**

- a) Broken kerbing and uneven paving reported at Helmingham Road, IP6 9NR. No further action to be taken at present.
- b) Subsidence of road requires reporting outside Wood Farm Helmingham Road. Clerk required clarification on exact location. Now can be reported.

### **18.043 Rights of Way**

- a) Reuban's Wood – footbridge has been reported.
- b) First grass cut has been carried out. Second cut later in the summer.
- c) Mr R Ling informed Councillor's that the ramblers gate on Chapel Road is currently being done.

### **18.044 County Councillor's Report –**

#### ***Ward Member's Brief for July***

**Deben Leisure Centre Open:** *The refurbished Deben Leisure Centre re-opened last month (June), and has been pulling in the crowds.*

*The centre closed in September 2017 to undergo a £3.5 million refurbishment, and is the first project to be completed in Suffolk Coastal's five year programme to improve leisure facilities and encourage more people to become active.*

*Now it offers a state-of-the art, modern leisure environment, which has already drawn in around 700 new members, joining the 100 existing members, who retained their membership during the refurbishment.*

*To put this performance in context, when it closed last year, the 'old' Deben Leisure Centre had about 550 members – so achieving over 800 members already put the centre well on track to hit its targets.*

*Feedback from customers to our operational partners, Places Leisure, has been very positive about the new facilities. And the facilities are getting well used - the opening week was very busy with over 2,000 separate uses of the facilities, including 1,300 uses of the pool.*

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Memberships and prices information is at:  
[www.placesforpeopleleisure.org/centres/deben-leisure-centre](http://www.placesforpeopleleisure.org/centres/deben-leisure-centre)

### **Boundary Review**

Suffolk Coastal put forward suggestions for the new boundary arrangements to be put into place for the creation of East Suffolk District. We suggested a one member ward to be called "Carlford Ward". The Boundary Commissioner has now reviewed the proposals and has proposed a different arrangement. We would still have a total of 55 members overall but he is proposing that we have a much larger ward, with two members, to be called "Carlford and Fynn Valley". Public consultation on the draft recommendations will run from 3rd July until 27th August. Comments are on: [consultation.lgbce.org.uk](http://consultation.lgbce.org.uk). The nineteen Parishes would be included in this ward would be:

Bredfield Grundisburgh Dallinghoo Culpho Hasketon Burgh Boulge Great Bealings Debach Little Bealings Clopton Playford Charsfield Tuddenham St. Martin Otley Westerfield Swilland Rushmere St. Andrews

Witnesham

### **Draft Local Plan Review**

Subject to Cabinet approval, The First Draft of the Suffolk Coastal Local Plan will be open for public consultation 20th July to 14th September 2018.

All Town/Parish Councils are encouraged to attend a series of consultation opportunities that have been arranged:

#### **1. Briefing Session**

Wednesday 18th July 2018 (19.00-20.00). This briefing session will be held in the Deben Conference Room at the SCDC Council Offices at East Suffolk House.

#### **2. Drop in Sessions**

16.00 to 19.30 Monday 6th August East Suffolk House, Station Road, Melton, IP12 1RT. at Suffolk Coastal District Council (Deben Room). Others have been arranged for different venues.

#### **3. A series of one hour One – to- One Sessions**

Thirteen dates between 25th July and 30th August.

**Suffolk Waste Partnership Road Litter Campaign:** Fifteen smart litter bins are about to be installed in trial locations across Suffolk in an effort to reduce littering on the county's trunk roads.

The customised bins are designed for roadside use with a lit sign saying 'litter', a wider than usual aperture to make disposal of rubbish easier, bright orange bodies, reflective white signage and the clear message 'Keep Suffolk Beautiful'.

The illuminated word 'Litter' at the top of the aperture will be powered by a solar panel. The design aims to make the new litter bins more visible to any drivers using the trial laybys during the day and night.

They will also be fitted with new remote monitoring devices to help councils coordinate the emptying of these bins more efficiently and effectively. The devices will be able to monitor bin fill levels and will send an alert once a pre-set level has been reached so that they can be emptied at the most optimum time.

The bins are being funded by a £10,000 award secured by Suffolk Waste Partnership from the Government's Litter Innovation Fund. It is intended to reduce and prevent litter through new methods tried before, which have potential for wider use if they prove effective.

Our successful bid was for this local project aimed at reducing litter and the £300,000 annual bill for clearing it up on Suffolk's major A-roads.

The Suffolk Waste Partnership's project is also asking local businesses to support 'Keep Suffolk Beautiful' by displaying banners and signs on fuel forecourts across the county.

More standard bins are also being installed as part of the campaign at other trial layby locations along the A11, A12 and A14 in Suffolk, to see if the increase in number and the type of litter bin provided results in less litter.

For more information on the Litter Innovation Fund, visit [www.wrap.org.uk/content/litter-innovation-fund](http://www.wrap.org.uk/content/litter-innovation-fund)

**Celebrate the best in building design and conservation:** Suffolk Coastal is celebrating high quality design in the district.

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*The Quality of Place Awards recognise the effort being made by people across Suffolk Coastal to add to the quality of our environment, by creating high quality designs in both the built and natural environment and helping to conserve our historic buildings.*

*The Council is now accepting nominations for the Quality of Place Awards 2018 in the following categories: Building Conservation, Design, Nature & Landscape and Community Project. Entry is free and must be submitted by Friday 27 July 2018.*

*Any type of development can be nominated in the Awards but in order to qualify, the project must be within the Suffolk Coastal District Council area and completed in the last two years.*

*For more information or to complete a Nomination Form, go to: [www.eastsuffolk.gov.uk/planning/design-and-conservation/suffolk-coastal-quality-of-place-awards](http://www.eastsuffolk.gov.uk/planning/design-and-conservation/suffolk-coastal-quality-of-place-awards)*

*Tony Fryatt,  
06/07/2018*

**18.045 Community Police Report** – Clerk gave Councillors an update from the police website. Information related to the month of June 2018. The Police have been focusing on Anti-social behaviour at Woodbridge Library and town centre areas. Anti-social behaviour at Wickham Market (Market Hill) and responding to two homeless males in Woodbridge town centre. During the month of May there were a total of 276 investigations in Woodbridge, an increase from April which was 219. Information specifically relating to Otley: Burglary along Helmingham Road which is under investigation. Burgary x2 on or near Pearl Close, investigation complete, no suspect identified.

**18.046 Speedwatch Results** –In the absence of Mr T Barrett, Chairman Mr A Ling read his email regards recent speedwatch information:

*This month's report.(June)*

*Carried out this month's Chapel Rd session outside of the doctors surgery with surprising results. We recorded 7 speeding cars and 3 of these were doing 40mph+. This despite the fact they are driving through an area with a school, village hall and doctor's surgery.*

*I think drivers are used to us being outside the Spinney so slow down as they drive through there. Shows the impact we have and the need to occasionally use different sites.*

*We get regular reports from pub customers that they receive warning flashes from cars as far away as Grundisburgh, Despite this drivers miss the warnings, our signs and our bright yellow jackets, only slowing at the last minute.*

*This bit of Helmingham Road continues to be made very dangerous to cyclists and pedestrians. One gentleman said the difference between cars doing 30 and 40mph is significant when walking up the road*

*We did 2 sessions outside the pub and recorded 23 drivers, 15 of whom were doing 40mph + and one doing 52mph.*

*All the best*

*Tony*

**18.047 Community Council Report** – Mr A Ling informed Councillors of Community Council updates. Mr A Ling thanked those who attended and helped at the fete. The final total is yet to be announced. The Parish Council took £18.00 the Digger took £32.00. Funds go to the Community Council.

### **18.048 Matters to be brought to the attention of the Council**

a) Local Government Boundary Commission- Electoral Review of East Suffolk: Draft Recommendations. **It was resolved** to respond with a preference of one small ward with one councillor rather than a large ward with two councillors.

b) The current Editor of the Church Magazine has contacted Clerk regarding the possibility of the Parish Council taking over the editing. It was with regret that the Parish Council have declined. It was suggested that something could be advertised on Facebook and may be suitable for an up and coming student wishing to go into journalism.

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- c) Local resident has contacted the chairman regarding no fibre high speed broadband. Clerk to investigate further as at a previous meeting Mr T Fryatt mentioned about the need for making sure rural villages did receive adequate broadband. Clerk to investigate further.
- d) Mrs A Lord asked about the Oak trees Cllr Robin Vickery spoke about as commemoration of WW1. Although it was felt the village didn't have an area to create an avenue as Cllr R Vickery was suggesting it was thought that the potential new burial ground that the Church may be gaining could be a suitable location. Clerk to liaise with Church Warden.
- e) It has been brought to the attention of the Parish Council further details regarding the driver of the car which hit the yellow grit bin on Ipswich Road. Clerk to write a letter to driver.

**18.049 Councillors' reports and items for future agenda** – none.

**18.050 Date of next meeting** – Monday 10<sup>th</sup> September at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 9:15pm

Signed ..... Dated .....