

# OTLEY PARISH COUNCIL

## DRAFT

Minutes of Parish Council Meeting held on Monday 12<sup>th</sup> March 2018

### Present:

Clerk: Mrs R Green  
Chairman: Mr A Ling  
Councillors: Mr R Ling, Mrs I Lincoln, Mr M Liddell, Mr D Hook, Mrs V Osborne, Cllr Mr T Fryatt (arrived 8:10pm)

The meeting opened at 7:30pm.

**17.114 Apologies for absence** – Mrs J Vaughan, Mrs S Grant, Mrs A Lord.

**17.115 Declarations of interest to items on agenda** – Mr A Ling & Mr R Ling – Planning Matters, item 7b on agenda.

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

**17.117 Minutes of the Parish Council Meeting held on 15<sup>th</sup> January 2018** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

### **17.118 Matters arising -**

a) Defibrillator update- Awareness Session successful, 48 local people in attendance and positive feedback received. Clerk spoke to FFY (Fun For Young, Youth club in Otley) which also received as positive response. Article written by Clerk was published in March edition of Church Magazine and the Spring Edition of the Grundisburgh News letting locals know of the defibrillator. The list of people for the VETs system has yet to be fully decided and needs to be sorted within the near future. Mr A Ling nominated Mrs J Vaughan to gather appropriate names to then forward on to Clerk.

b) Potential costings for tempodis camera to record data continue to be on going.

c) Footpath to the White Hart Pub from Ipswich Road. Mr A Ling has spoken to Holmes Plant & Construction for a ballpart figure which would include clearing the area, hard core sub-base with wooden sides. The stretch of footpath is approximately 160m and will be in the region of £10,000.00 Holmes are prepared to charge Parish Council over two years. Landowners permission still required. Mrs S Grant and Mr A Ling to arrange a meeting with landowners. Insurance is possible once there is more definitive answer as to who will be responsible for the land the footpath is on. It was resolved to pursue the matter further. All in favour.

d) SAAA-Smaller Authorities Appointment of Auditors. Clerk received an email explaining if the Parish Council were exempt then they would need to complete the 'Certificate of Exemption' once Auditors make it available. Clerk forwarded the email to Councillors just after the January meeting.

e) Reform of Data Protection Legislation update- Clerk responded to SALC regards interest in DPO. GDPR 'Toolkit' for preparing for the changes has been sent and Councillors have received a copy of the email containing the toolkit prior to the meeting. Councillors present have signed a sheet acknowledging they have read the GDPR toolkit and understand the requirements necessary to aim towards compliance. Costings show to be slightly less than anticipated on the recent email Clerk received. Clerk to begin first steps. Those on Finance Committee to help. Clerk to organise a meeting.

### **17.119 Finance –**

a) **It was resolved** to authorise cheques for signature: £150.00 for additional contribution to St Mary's Church, authorisation given for a cheque at the last meeting, however Clerk is requesting for BACS for ease and speed. All in favour.

b) **To receive and approve payments since last meeting:** Clerks Salary: £378.00 (Jan/Feb/March) Clerks Expenses: £8.17 (stamps & refreshments). Mr D Hook presented the Council with an invoice for the adjustments for the Tempodis Camera: £60.00 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	£ 695.40 CR
	Business premium Acc	£ 7,350.57CR

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Balances confirmed as correct. Clerk showed Chairman print out of bank balances, matching above. Clerk gave bank reconciliation sheet to Councillors. Clerk informed Councillors under the payments section there is a difference of £286.60 since the January PC meeting due to Disability Advice Service donation, Newlands License, Royal British Legion, Clerks Salary & Expenses for January all being paid out. Bank Reconciled at £8,045.97 which matched Bank Balances. Clerk informed Councillors of potential other out goings before 31<sup>st</sup> March/End of year. These included £150 additional church donation, Clerks salary & Expenses for Jan/Feb/March. This would make bank balance £7,509.77 however if the VAT return is received an additional £455.13 would be added making a predicted end of year balance £7,964.90. The following figures do not include the invoice received from Mr D Hook this evening for £60 for the adjustments to the Tempodis camera. As End of year is looming Clerk will be completing the 'Out-turn' sheet and 'Payments and Receipts' documents as part of End of Year procedure and in preparation for internal audit. Exact end of year balance will be reported after 31<sup>st</sup> March 2018.

d) VAT return has been submitted for **£455.13** the money is yet to be received in the bank account.

e) Approval of Standing Orders-Following last years internal audit it was noted that item f) in Financial Regulations & Procurement, Public Contracts Regulations 2006 has now been replaced with Public Contracts Regulations 2015. The suitable amendment was made then a copy emailed to Councillors prior to the meeting. As part of updating the Standing Orders under 'Handling Staff Matters' who would be the Human Resource Committee if the Clerk had any issues and vice versa. Clerk would go to either Mr A Ling or Mrs I Lincoln. **It was resolved** to approve the Standing Orders with the minor amendments that have been made. Proposed: Mrs V Osborne. Seconded: Mrs I Lincoln. All in favour.

f) Approval of Financial Regulations- Prior to the meeting amendments to the Financial regulations were considered. The changes relate to 'Payment of Accounts' section 6 .Due to greater reliance on email and online banking for efficiency, the amendments reflect the changes required to ensure internet safety and trace ability are effective. **It was resolved** to approve and accept the Financial Regulations with the necessary amendments that have been made. Proposed: Mr R Ling Seconded: Mr M Liddell. All in favour.

g) Approval of the use of BACs- **It was resolved** to approve and accept the use of BACs. Clerk/RFO is the one using the BACs as part of her role. Clerk will ask at Barclays how signatures for the cheques can also access online banking. Proposed: Mrs I Lincoln Seconded: Mr M Liddell. All in favour.

h) Approval of Asset Register- **It was resolved** to approve and accept the Asset Register. This has decreased slightly due to removal of the newest yellow grit bin that was irreparably damaged in December 2017. Current Total Value = **£17,011.79** Proposed: Mr M Liddell Seconded: Mrs I Lincoln. All in favour.

i) Approval of General Risk Assessment-**It was resolved** to approve and accept the Risk Assessment. Proposed: Mrs V Osborne Seconded: Mrs I Lincoln.All in favour

j) Approval of Banking/Financial Risk Assessment in relation to online banking. Some changes had been made to include specifically who is exposed to online banking and frequency. Under 'further action' up dates have been made regarding authorisation of online payments, traceability and how often to be reviewed. Chairman signed a copy. **It was resolved** to approve and accept the updated Banking/Financial Risk Assessment. Proposed: Mr D Hook Seconded: Mr M Liddell. All in favour.

k) Approval of Banking Standing Orders will be reviewed in September to be in line for when the Standing Orders go out in October. During the AGM when roles and responsibilities are approved Clerk will be added as Service Administrator as stated in Financial Regulations.

l) Councillors were reminded to carry out the yearly up date of Register of Interest. Mrs I Lincoln pointed out she had tried prior to the meeting but it wasn't possible to access. Clerk to send link and check any potential problem.

m) Appointment of Heelis & Lodge as Internal Auditors- **It was resolved** to appoint Heelis & Lodge as Internal Auditors. Proposed: Mr R Ling Seconded: Mrs I Lincoln. All in favour.

n) Finance Committee to arrange a meeting prior to accounts being audited with Heelis & Lodge. Clerk to email possible dates and times.

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### **17.120 Planning –**

a) To receive the following decisions:

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 stand alone hall and pre-school building with associated external works.

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

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

**Application Permitted** (building work has begun)

Ref No: [DC/17/5192/FUL](#) received date: 19th December 2017

Address: **Walnut Tree Farm, The Green, Ashbocking, Suffolk.**

Proposal: Erection of two additional duck rearing buildings with ancillary feed bins and propane gas tanks.

Date for submission of comments: 7th January 2018

The Parish Council submitted **no objection** in principle but did show a concern for additional traffic, noise and pollution.

**Continues to be 'awaiting decision'**

Ref No: [DC/17/5205/PN3](#) received date: 12th December 2017

Address: **Blue Barn Farm 1, High House Road, Otley Suffolk.**

Proposal: Change of use and associated building operations in connection with the conversion of an agricultural building to form a single dwelling.

Date for submission of comments: 31st December 2017

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

**Prior Approval not required. 22/01/18**

Councillors requested Clerk should ring SCDC planning to clarify why this is the case.

Ref No: [DC/17/4300/FUL](#) received date: 3rd January 2018

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

Proposal: Change of use from existing agricultural land to residential curtilage and erection of new replacement dwelling and demolition of existing dwelling.

Date for submission of comments: 16th January 2018

The Parish Council submitted no objection to this application.

**Awaiting decision**

Ref No: DC/18/0062/LBC received date: 13<sup>th</sup> January 2018

Address: Otley House, Helmingham Road, Otley, Suffolk

Proposal: Replacement and remodelling of extensions around the rear service courtyard and minor internal alterations.

Date for submission of comments: 1<sup>st</sup> February 2018.

The Parish Council submitted no objection to the application providing grade 2 listed buildings stipulations were adhered to.

**Awaiting Decision**

Ref No: DC/18/0304/FUL received date: 26<sup>th</sup> January 2018

Address: Otley House, Helmingham Road, Otley, Suffolk

Proposal: Replacement and remodelling of extensions around the rear service courtyard and minor internal alterations.

Date for submission of comments: 14<sup>th</sup> February 2018

The Parish Council submitted no objection reiterating response to DC/18/0062/LBC.

**Awaiting Decision**

Ref No: DC/18/0065/FUL received date: 13<sup>th</sup> January 2018

Address: Woodhurst, The Green, Otley, Suffolk.

Proposal: Proposed demolition of existing dwelling and outbuildings and replacement dwelling and detached cartlodge with studio over.

Date for submission of comments: 1<sup>st</sup> February 2018.

The Parish Council submitted no objection to the application but did point out they are not in favour of 'infill' outside the physical limits boundary.

**Application Withdrawn 23/02/18**

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b) To consider the following planning applications:

Ref No: DC/18/0573/FUL received date: 24<sup>th</sup> February 2018

Proposal: Proposed change of use of land and siting of log cabin for use as a holiday let.

Address: Grange Farm, Helmingham Road, Otley

Date for submission of comments: 14<sup>th</sup> March 2018.

Since receiving this application an amendment has come from SCDC-

Proposal: Retrospective change of use of land and siting of log cabin for use as a holiday let.

Date for submission of comments: 18<sup>th</sup> March 2018.

Clerk to respond with **no objection**.

c) Laurence Homes update- Clerk informed Laurence Homes of the fencing that had fallen in the recent bad winds. Although the planning application aspect of the site has been permitted apparently there are various other technicalities relating to structural engineering that require adhering to otherwise Laurence Homes will be at risk of being stopped at a later date if not all fully approved. Potential building will be towards the summer as current weather wouldn't be suitable any way.

### **17.121 Highways**

a) Highways Community Self Help Survey has been completed. No further acknowledgement received.

b) Clerk explained to Councillors how difficult it has become to be able to contact highways and actually make progress with highway related concerns/questions.

c) Resident had contacted Parish Council regards speeding traffic on B1079 and water draining across the road on B1078. Clerk already replied out of courtesy. Councillors felt that due to the amount of rain recently everywhere is water logged, and the situation would be monitored. Speeding still a concern for the Parish Council and would pursue but is difficult due to issue raised in b).

### **17.122 Rights of Way**

a) Ramblers gate on Chapel Road being sorted. No further Rights of Way issues reported.

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

Mr R Vickery gave an update:

- Mr R Vickery has been in contact with Highways team at Pheonix House and has met with Paul Grant regards Highways issues in the Carlford Division. The Gibraltar Roads crossroads issue relating to speed is being dealt with. Head of Highways is meeting with Ashbocking & Swilland/Witnesham Parish Council. Restriction Orders can take a long time to come through.
- Mr R Vickery spoke of the Council Tax increase. Adult Social Care requiring an additional 1% as money is needed, previously reserves had been used. Next year 1% has been ring fenced for Adult Social Care.
- Many roads are planned to be resurfaced over coming years. Since the snow, there has been a surge on filling pot holes. Extra teams of council employees not normally on potholes are now doing it. Mr R Vickery informed Councillors an effort is being made. (Mr T Fryatt arrived at 8:10pm)
- The Royal British Legion are marking the centenary of the First World War with commemorations in the UK with a focus on Remembrance, education and legacy. Events will occur nationally and locally. There will be a service in Bury Cathedral the week before remembrance Sunday involving schools. The aim is for it to be a 'thank you' and commemoration not a celebration. Advertising will begin after Easter. Mr A Ling asked for Mr R Vickery send more details so we can pass on to the school.

Mr A Ling informed Mr R Vickery of the Parish Council's intentions of a footpath along the Helmingham Road towards the White Hart wondering if there was any funding available. Mr R Vickery would be happy to help but has already promised some money to others already. Mr R Vickery has given details of Customer Care Co-ordinator to Clerk which may help with solving Highways Issues. Mr R Vickery will also pass on the Parish Council's concerns of trying to get hold of someone when dealing with local highway problems.

Mr A Ling thanked Mr R Vickery for his report and input to the meeting.

Mr T Fryatt shared his March Report with Councillors:

Council Tax

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- Suffolk Coastal has pegged its increase in Council Tax to less than a fiver for the second year running.
- the increase in our portion of the Council Tax for the coming financial year at 3.15%.
- In real money, this equates to a rise of less than £5 in Council Tax for people living in a Band D property during 2018/19.
- Although Suffolk Coastal collects the Council Tax (on behalf of Suffolk Coastal, the County Council, Police and Town/Parish Councils), only about 10p in the pound goes towards providing our district council services.

Suffolk County Council	- <b>£61.38</b> million ( <b>75%</b> of the total).
Police and Crime Commissioner for Suffolk	- <b>£9.33</b> million ( <b>11.4%</b> of the total).
Suffolk Coastal District Council	- <b>£8.02</b> million ( <b>9.8%</b> of the total).
Town and Parish Councils	- <b>£3.13</b> million ( <b>3.8%</b> of the total).

### Garden Waste

Local people can now sign up to the new Garden Waste Collection Scheme being provided by Suffolk Coastal District Council.

Suffolk Coastal District Council is introducing a £43 a year charge for collecting garden waste this financial year (2018/19).

The scheme is optional, with the first paid-for collections scheduled to start from the beginning of May 2018.

It's quick and easy to sign up, either:

- 
- Go online at: [my.eastsuffolk.gov.uk/MyServices](http://my.eastsuffolk.gov.uk/MyServices). You will need to register, or login to, your My East Suffolk account and then complete the form for garden waste
- Call Customer Services on **01394 383789**, and choosing option '0'.
- Or, pop in to see our Customer Service staff in the Customer Service Centre in Felixstowe and Woodbridge Libraries.

You will need a debit or credit card to pay. The fee for one bin is £43 for a year (the equivalent of paying about £1.65 per fortnightly collection). You can place your order now and don't forget to say 'YES' to the upgrade.

### Formation of East Suffolk District

It has now been formally agreed that Suffolk Coastal will merge with Waveney to form East Suffolk District in time for the elections in May next year. The new District will be one of the largest in England. Discussions are under way about the optimum number of wards that will be needed and, consequently, how many ward councillors. This will be decided by the Boundary Commission later this year with input from the two Districts. The current thinking is that there should be around 55 Wards compared to the current 89. This will mean increase to the size of wards and the Parishes to be included (and more work for each Ward Councillor!)

### Car Parking Charges

You might have seen on the press some horror stories about the increase in car parking charges coming in some council areas. I have reported previously on the nominal increase in charges we will be introducing.

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### Major Changes to the NPPF and Planning

Last year the Government issued two major papers proposing changes to the planning processes – the Housing White Paper and Planning for the Right Homes in the Right Places. These proposed a raft of changes to the planning system that would address the weaknesses in the supply of new homes.

The key recommendations from these have now been brought forward into a major revision of the National Planning Policy Framework (NPPF). Obviously, not all the proposals will make it into the revised document but it does show that some of our long outstanding areas of concern are being addressed. The changes are out for consultation and the closing date for responses is 10<sup>th</sup> May 2018.

Below are some the important revisions that could have a significant impact on us.

- Issue rules and guidance for **viability assessments**.
- Encouraging **pre-application discussions** to iron out potential problems before the application is submitted.
- Definition and rules for the calculation of housing needs (**Housing Needs Assessment**)
- **Housing Delivery Test** (from 2020) to establish precisely our performance against the Housing Needs Assessment. Should we fail to meet the target of 75%, then the assumption in favour of sustainable development will come into play (as with the current 5 year building land supply directions)
- **New Homes Bonus payments** could be linked to performance against the Housing Delivery Test.
- New methods of establishing the **5 year land supply with a review once a year**. This could remove much of the non-productive arguments we currently have with developers and appeal inspectors.
- Pressure for plans that make **greater use of smaller sites**. At least 20% to be on sites of 0.5 hectares or less.
- **Making more effective use of land**
- Introduction of planning conditions to bring forward developments to bring forward **developments within two years**.
- Encouragement for the increase in **exception sites**
- Powers to investigate why **major sites are not being built out**.

These address many of the problem areas we have raised with Government and have the ability of making some fundamental improvements to the planning in our District.

The full list of proposals can be found on :

<https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

Tony Fryatt

10<sup>th</sup> March 2018

Mr M Liddell asked what was happening regards 'Land Allocation'. Mr T Fryatt is helping on the document which will be published in the next few months.

Mr A Ling thanked Mr T Fryatt for his funding towards the new lighting for the Village hall.

Mr A Ling thanked Mr T Fryatt for his report and input to the meeting. (Mr Fryatt left the meeting at 9:05 pm)

### **17.124 Community Police Report/WSNT Priorities** –February SNT Newsletter has been revamped.

Information not directly related to Otley. Issues relate to Anti social behaviour around Woodbridge Library and commercial burglaries in the Woodbridge area. During January a report of Burglary (no suspect identified) and one incident of Violence or sexual offence (under investigation) were reported on or near Vine Road. One crime of burglary (no suspect identified) was reported on or near Chapel Road.

**17.125 Speedwatch Results** – Due to weather and lack of light Speedwatch were unable to arrange any sessions. Some groups have dropped out of the scheme so Otley have the camera for longer period than normal. Sessions expected to be carried out in March at some point.

### **17.126 Community Council**

There has been no Community Council meeting since the last Parish Council Meeting. The next one is 13<sup>th</sup> March. Mrs J Vaughan was meant to be attending on Parish Council's behalf however due to illness Mr A Ling will attend instead.

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### **17.127 Matters to be brought to the attention of the Council:**

- a) Clerk informed Councillors the Electoral Role has been collected.
- b) Mr A Ling read the letter to Councillors from Otley Baptist Church thanking the Parish Council for the donation. Mr A Ling also read the letter of thanks from the Disability Advice Service thanking the Parish Council for the recent donation.
- c) Clerk informed Councillors that the Electoral Services are no longer sharing their files in the same way due to new data protection laws.
- d) Complaint about dog fouling on the corner of Ipswich Road- additional signs to go up. This was also mentioned in the March Church Times edition. It was suggested that this should also go on Facebook.
- e) Complaint regarding Clothing bags being left in the car park when clothing bank is full. Mr A Ling will raise this with the Community Council as the Parish Council are not responsible for the Clothing bank.
- f) There have been considerable changes to the Parish Council website which were more drastic than expected. Clerk having to spend additional time to work out how to use the website. Councillors recommended contacting CAS to inform them of the difficulties and excessive changes.

### **17.128 Councillors' reports and items for future agenda**

None to report.

**17.129 Date of next meeting** – Monday 21<sup>st</sup> May 2018 at **7.00pm** in the Main Village Hall. **This will be the AGM/APM.**

With no further matters to discuss the meeting closed at 9:30pm

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