

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 9th October 2017

Present:

Clerk: Mrs R Green
Chairman: Mr A Ling
Councillors: Mrs I Lincoln, Mrs S Grant, Mr M Liddell, Mr D Hook, Mrs V Osborne,
Mr T Fryatt (arrived 8:05pm, notified prior to meeting he would be late).

The meeting opened at 7:30pm.

17.066 Apologies for absence – Mrs J Vaughan, Mr R Ling, Mrs A Lord.

17.067 Declarations of interest to items on agenda – none.

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

17.069 Minutes of the Parish Council Meeting held on 11th September 2017 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

17.070 Matters arising -

a) Defibrillator update- Clerk has purchased the defibrillator and waiting delivery. The electrician has been contacted and sent the installation details. A request has been sent to Councillor Mr R Vickery for the grant to pay for defibrillator, awaiting a reply. Mr A Ling attended the recent Community Council Meeting and it has been agreed the Defibrillator will be mounted on the left side of the entrance to the village hall. The flood light is on 24/7 so it would be clearly visible. To have it near the disabled car parking space or round on the right side of the building would be too vulnerable. Due to the entrance door opening back on itself the actual positioning of defibrillator needs checking. The Community Council were happy to accept a donation of £30 per annum for usage of the electricity. Clerk to compose letter to invite local residents for 'awareness session'.

17.071 Finance –

a) **It was resolved** to authorise cheques for signature: none

b) **To receive and approve payments since last meeting:** Authorisation given by email for CAS Insurance: £236.24 Clerks Salary: £153.85 Clerks Expenses: £0.00 none. Proposed: Mrs S Grant, seconded: Mrs I Lincoln.

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

Balances are as follows:

Community C/Acc	£ 2,153.73 CR
Business premium Acc	£ 5,280.77 CR

Balances confirmed as correct. Clerk showed Chairman print out of bank balances, matching above. Clerk gave bank reconciliation sheet to Councillors and explained why payments for current account was £1,723.87 and is now £6,350.33. This included cost of defibrillator, standing orders for October, insurance and clerks payment for September plus RC Contracts payment. Clerk reported that 2nd precept has been received: £2,263.24. Once the grant is received from Cllr R Vickery and Suffolk County Council provide P3 money the Parish Council will have more in the bank than is desirable. Councillors discussed about arranging for the noticeboards to be refurbished. Clerk to look into gaining information and costings for data collection recorder for Tempodis speed camera ready for next meeting. Clerk also to check with the county council about possibility of the Parish Council creating a footpath towards the pub. A finance meeting is due to be held in the near future. Clerk to circulate dates for a potential meeting.

OTLEY PARISH COUNCIL

17.072 Planning –

a) To receive planning decisions:

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 dismissed.

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

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.

Awaiting Decision

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 Unavailable

b) To consider the following planning applications:

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 Clerk to reply no objection from the Parish Council.

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.

OTLEY PARISH COUNCIL

Date for submission of comments: 8th October 2017 Clerk to reply 'no objection' but to point out clause that reminds them development must be completed.

c) Local Plan Review – Issues & Options Consultation. 'Help Plan the Future of the District' Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended) Friday 18th August – Monday 30th October 2017. Mr A Ling stated a comprehensive and thorough reply was required. Councillors were in favour of keeping the physical limits boundary and due to current development on the old Hubbards site are not in a rush to develop Otley further. The meeting on Monday 16th October will hopefully be beneficial in contributing to the response. Clerk, Mrs V Osborne, and Mr M Liddell to attend. Mrs S Grant if Mr M Liddell can not attend. Clerk to then feed back. Mr M Liddell spoke of the potential Northern Bypass. He believes it will be 30 years at least before it might be built and therefore unlikely. If it should go ahead villages will be very different.

8:05pm Mr T Fryatt joined the meeting.

Mr T Fryatt spoke of the new relief bridge that will take traffic out of town and relieve the pressure on the A14. It will re-direct traffic around and so will be cheaper than the financial cost of a bypass. Mr T Fryatt spoke of the purpose of the northern bypass being to ease flow of traffic but also potentially opening up hinterland for houses. In conclusion the bridge and the northern bypass both require money and schemes. Both could damage fine countryside.

Mr A Ling questioned Mr T Fryatt on the local plan document and the best way in which we should bring the Parish Council's response together. What do you want to see?

Mrs S Grant stated having answered questions relevant to us how do you respond to the questions in the letter?

Mr T Fryatt said state the question you are referring to then just put your answer.

Mr M Liddell explained the PC planned to reply as a whole and layout in a letter. Commenting on the questions and the yellow land suggested for development.

Mr T Fryatt pointed out that tourism is a key asset to Suffolk Coastal because of untouched villages. He confirmed the response date is 30th October.

Mr T Fryatt spoke of potentially needing a new town which would then require a secondary school, doctors etc...

Mrs I Lincoln questioned how you quantify this?

Mr T Fryatt said estate agent statistics are used.

Mrs I Lincoln: Where are the people coming from?

Mrs S Grant: Where are they now?

Mr T Fryatt: With Mum and Dad maybe, it's difficult to know. In theory the more houses you build the cheaper they become but this is not true, they are not affordable. Council houses could be a solution which would be going full circle.

Mr M Liddell asked how social housing is different to Council Houses.

Mr T Fryatt said it was generic term. The council could build and rent out. He then went on to say how building in the community can go if there are no bungalows for elderly and nothing small for the younger.

Mr A Ling pointed out that all the money is in the big houses not the smaller dwellings.

Mr T Fryatt spoke of why this local plan was needed to help shape the future. He believes the one to one consultations have been very successful.

With regards the meeting with SCDC Mr A Ling suggested the yellow sites should be discussed first then move on to the questions. Mr A Ling also stated that the PC wanted no change to the physical limits at present. Clerk to merge Councillors comments and begin basis for a response.

17.073 Highways

a) Signage at crossroads has been reported and photograph included.

b) Road signs on B1078, bend near Rose House. Mr A Ling to speak with owners.

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

d) Mrs V Osborne informed Councillors that the stop sign at the junction of Chapel Road with Church Road is looking very poor. As this is a busy junction its important this sign is highly visible. Clerk to report.

17.074 Rights of Way

a) Pot Holes Reported: Clerk has reported pot holes in Spring Park, Helmingham Road, Church Road; going down the hill towards Otley Bottom.

b) Mr M Liddell asked about plans for Winter Gritting for this year. Clerk informed him that she would be dealing with that between now and December's PC meeting.

c) In Mr R Lings absence Clerk spoke to Councillors of the footpath gate along Chapel Road opposite Jasmine Villa being a metal ramblers gate and not accessible to all. Mr A Ling explained why it was

OTLEY PARISH COUNCIL

necessary for the big gate to remain locked. Ideally the ramblers gate needs changing for a self closing gate. Clerk showed photographs of gate. Councillors discussed this idea. It was resolved that a local builder would be approached to ask if he could do the work. Proposed: Mrs S Grant. Seconded: Mrs I Lincoln. Clerk to arrange.

17.075 County Councillor's Report – Mr T Fryatt shared his report with Councillors. He informed Councillors of the help that will be available to those not receiving fast enough broadband speed. There is money available to do something about it.

SCDC are taking on parking. If there is a parking issue then to let him know.

With regards the development on Woods Lane the Appeal gave planning consent. The problem with drainage and sewers is something the builders are required to sort. For the infrastructure required the road need shutting. 5 months of the road being closed. 6th-30th November 2017 and 8th January-13th April 2018. Mr A Ling thanked Mr T Fryatt for his input and attendance.

Mr T Fryatt left the meeting at 8:45pm.

No report received from Councillor R Vickery.

17.076 Community Police Report – The Crime map for this area showed 4 reports of crime reported in August 2017. 1= Anti-social behaviour. No details or case timelines and current statuses are not provided for anti social behaviour. 3=Violence and Sexual Offences, two of which are under investigation and 1 unable to prosecute the suspect.

17.077 Speedwatch Results – Speedwatch Report from Mr T Barrett was read by Mr A Ling:

In September we planned to do 3 sessions at the pub at the same time on consecutive days. The idea was to put pressure on the regular offenders. Unfortunately the last session was rained off. However it was noticeable that the number of speeding drivers reduced on day two. We also had reports of drivers flashing warnings as far away as Grundesburg. So I think this helps demonstrate that Speedwatch has a widespread effect both during the session and afterwards

Wed 17 drivers over 36. Thur 8 drivers over 36.

10 of these drivers were doing over 40 and two over 50

I have checked and the police Speedwatch process is still working despite the loss of our local SNT and having to share with Ipswich

All the best

Tony

Mr A Ling also informed Councillors of the Annual Charity Tournament being held at the White Hart, Otley on Sunday 26th November 3:30pm. £8 doation to the charity- Citizens Advice Ipswich. Prizes to be won, beginners welcome. A Virgin Money Giving Page is available.

17.078 Community Council Report –Mr A Ling attend recent meeting. Fireworks are going ahead on Saturday 4th November. The budget has been increased this year and music has been arranged for the last 3 minutes of the show. Hot dogs available. Prices are as follows: adult £4.00 children £2.00 Gates open at 6:30 for 7pm start.

The Hall hire is covering expenses.

The Bar area is due an up grade and will be the next area to be worked on.

Help is required for next years fete. Any volunteers please speak to the Community Council.

The next Community Council meeting is the 5th December 2017. Mr R Ling's name was put forward as a possibility.

17.079 Matters to be brought to the attention of the Council

Reform of Data Protection Legislation- Clerk read the following as feedback to inform Councillors:

I attended the SALC event informing attendees of the General Data Protection Regulation (GDPR). The main speaker was the CEO of Data Protection Office (DPO) centre.

The GDPR will come into force on 25th May 2018. It will be the biggest change in privacy legislation for over 20 years. It will override the current Data Protection Act 1998. The new Data Protection Act 2018 will match like for like of the GDPR. GDPR is already out there but will become subject to it by law. It is believed to be necessary in the current technological age we have moved into and gives control back to individuals for how and where they want their data to go.

OTLEY PARISH COUNCIL

The Act will put pressure onto organisations to protect personal data. If data is hacked then organisations have to prove they took measurable steps to avoid it happening and the loss is minimal. Demonstrating accountability will be key! An 'impact assessment' will be required to go through sets of data and decide how to keep it safe. There was talk of having a 'retention policy' having data for the sake of it, is not a good enough reason to keep it. A 'privacy policy' will need to be in place so the public can request to see how their data is being handled.

The terms 'data controller' and 'data processor' were used. Basically the controller decides on the purpose and has the means of processing personal data. The data processor then processes it on behalf of the controller. This creates a chain where information is being passed around. If a data breach occurs then everyone in the chain can be liable! Fines will be a consequence! Organisations need to know who has what information and for what reason.

In conclusion, those in attendance were keen for SALC to work with DPO and create a plan of action for Parish Councils to follow and give us all guidance on what we can do on a small scale. This is all new to SALC and they are learning what is required as they go but are in support of doing whatever they can to make the process easy for Parish Councils.

Small steps that we can do initially are encrypting emails, encrypting back ups of data, begin to make a list of what personal data is being held and why, ensuring data is stored and protected as best as possible until further information is given.

17.080 Councillors' reports and items for future agenda

a) Dates for next years meetings were discussed. Clerk gave some potential dates on which to hire the village back room. Mr A Ling stated having September and October's meetings so close there didn't seem to be enough time in between. Clerk was informed by SALC that the PC should meet at least 3 times per year. It was resolved that next year to push the October meeting to after half term/early November and skip the December meeting but keep the early January meeting. Clerk to book dates and have May meeting 7th as the 14th clashes with Gardening Club. All in favour.

b) Mr A Ling suggested the possibility of collating all the information of what goes on in Otley to then make available to all residents particularly those who have just moved into the village. To be discussed further at December's meeting.

17.081 Date of next meeting – Monday 11th December 2017 at 7.30pm in the Village Hall

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

Signed Dated