

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 11th September 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, Mrs J Vaughan, Mrs A Lord, Mr R Vickery, Mr T Fryatt

The meeting opened at 7:33pm.

17.050 Apologies for absence – Mr R Ling.

17.051 Declarations of interest to items on agenda – Mr D Hook declared an interest in relation to item 7c on the agenda.

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

17.053 Minutes of the Parish Council Meeting held on 10th July 2017 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

17.054 Matters arising -

a) Defibrillator update- Clerk has contacted Community Heartbeat Trust and had a useful conversation explaining the various boxes on the Project Assistance Request form. Following on from this Clerk met with Mrs J Vaughan & Mr R Ling to discuss options. Mrs J Vaughan explained to Councillors present that it would be ideal to have the defibrillator locked using a key pad that would be accessed by ringing 999 and those who check the maintenance. There is also an option for having an additional phone service- VETS (Village Emergency Telephone Service) which would be helpful to those dealing with a patient on their own. Mrs J Vaughan explained how the service works and how villagers would need to be informed of this service. Clerk gave costings for the VETS- free for first year then £100 per annum thereafter. Clerk explained how the package includes a 'Managed Solution' which provides all the information, guidance and support for insurance and legal duties. The 'Annual Membership' £126 covers cost of replacing equipment as and when necessary. Clerk has made contact with the electrician but yet to confirm if he can do the work. It was resolved to go ahead with the locked cabinet, VETS system and the annual membership. Proposed: Mrs J Vaughan. Seconded: Mrs I Lincoln. All in favour. Clerk to send off Project Assistance Form and wait for final cost to then seek authorisation to go ahead.

b) Tempodis camera: Batteries purchased unfortunately did not fit the bracket. Clerk looked into exchange of batteries but to have a more powerful battery will not fit current bracket. Mr D Hook has arranged for an engineer to re-configure the back plate to enable new battery to fit. All in favour.

17.055 Finance –

a) **It was resolved** to authorise cheques for signature: RC Contracts (P3 Grass cutting) £1,689.46.
Proposed: Mrs V Osborne, seconded: Mrs S Grant

b) **To receive and approve payments since last meeting:** Clerks Salary: £81.45 Clerks Expenses: £3.11
Proposed: Mrs J Vaughan, seconded: Mrs A Lord.

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

Balances are as follows:

Community C/Acc	£ 3,101.19 CR
Business premium Acc	£ 5,017.53 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. Councillors also given a copy of the cash book to date to see consistency of figures. Balances looking very healthy. Clerk recently did a transfer of £2,700.00 to cover cost of RC Contracts and the up and coming standing orders in October. Although standing orders were agreed at a previous finance meeting Clerk requested authorisation from all councillors to ensure this arrangement continues to stand.

Grundisburgh News: £50.00

Otley Baptist Church: £100.00

Otley Community Council: £100.00

St Mary's Church, Otley: £100.00

OTLEY PARISH COUNCIL

SFK ACC Rescue Service: £50.00

Proposed: Mrs J Vaughan. Seconded: Mrs A Lord. All in favour.

Insurance will be coming up at the end of the month. This should be the same as last year (£232.00) as Parish Council signed up for a 5 year deal. If there is any difference Clerk to let Councillors know otherwise to go ahead with payment. Proposed: Mrs S Grant. Seconded: Mrs A Lord. Heelis & Lodge yet to send an invoice for internal audit carried out in May. Clerk hoping to attend Clerk's Networking Event that is coming up.

d) **To approve and accept the end of year report from BDO-** Annual Return 2017 has been returned. Box 9 on Annual return was restated. The query that BDO had was resolved and Otley Parish Council were not at fault. (Matter related to last year's figures on the Asset Register for the insurance items and way in which they had been recorded to show cost/insurance value). They had already been signed off and agreed by BDO last financial year. No matters were arising. Section 3 will be published online. Notice of Conclusion of Audit will be published on the notice board following the meeting. A copy of the report was made available to councillors and with no matters arising this was approved and accepted by all councillors. Proposed: Mrs I Lincoln. Seconded: Mrs A Lord.

17.056 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.

Application Permitted 21st August 2017

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.

Application Permitted 13th July 2017

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.

Application Withdrawn 14th August 2017

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 continues to be unavailable.

Mr R Ling attended the Committee meeting on 17th August 2017 for the application below. Mr A Ling thanked Mr R Ling for attending and giving up his time.

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)

OTLEY PARISH COUNCIL

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

Awaiting decision

b) To receive the following planning applications:

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.

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**

Clerk to respond reiterating initial response of **objection**.

Clerk to email information regarding new applications to all Councillors. Envelop to circulate around planning Committee as usual.

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.

Councillors are aware that they must think of the future and manage suitable growth of housing for the village. The document in question is a consultation document and very much a ‘wish list’ for SCDC it is an opportunity for Otley Parish Council to shape the future as desired. Mr T Fryatt explained how more sites have been put forward this time round as previous sites have been included in case legislation has changed which allows the sites to now become potential building sites. Mr T Fryatt recommended evaluating each site individually for the pros and cons. Questions such as sustainability? Drainage? Inside physical limits boundary? Electricity supply from where? Are they suitable or could they be suitable? Mr T Fryatt explained Key service centres growth has gone from 17% to 21% but this is just a guide and won’t be enforced to hit 21%

Mr A Ling read out the email from a concerned resident regarding the potential building within the village.

Clerk also said other residents from different parts of the village had also expressed concerns.

Mrs A Lord expressed concern for the way in which Suffolk Coastal District Council (SCDC) publicised the document and that it would have been preferable to release it to Parish Councils in advance of going public.

Councillors discussed each potential site:

Otley North East 771, 772, 764. Mr A Ling has spoken with landowner. Land is inappropriate. Landowner not interested in allowing it to become building land. Happy to continue farming the land. Farm is a pig farm also making land undesirable for building.

Otley South 1036, 370, 457

The Parish Council want protection of all this area due to it being close to the church which is a listed building. Any further building would detract from the setting of the church. The Parish Council are in support of a section of site 370 to be used for additional burial ground.

98- Area marked on document is not the actual shape of land. It is a brownfield site because of commercial use; however some of the site in question is Greenfield site. This site has the potential for the right type of housing. The Parish Council believe this site could be viable and a potential development for the future providing the Parish Council has crucial and significant input to ensure it is housing that is desired within the village. It was suggested low level housing such as bungalows set back from current housing backing onto the site with appropriate screening for privacy could be a solution.

Otley North West

1051- Unstable, out of physical limits boundary. No footpath and no land to make one along this part of the village.

Mr D Hook disclosed an interest in this matter at the start of the meeting as site 1051 is his land. Mr D Hook questioned where the figure of 18 houses had come from as this was not something he had suggested. For the record he said the land was not big enough for 18, 10 would be more realistic. If planning was ever a possibility he would be looking at affordable housing for youngsters and as part of the application process would be willing to pay for a footpath along this section towards the pub.

OTLEY PARISH COUNCIL

465-against this site. Out of physical limit boundary.

1001- against this site. Out of physical limit boundary.

In conclusion the Parish Council wants no development on Greenfield land. No development on land beyond physical limits boundary. No change to the physical limit boundary, it is to be kept as it currently stands.

There is time before the consultation period ends for Councillors to consolidate the response to Suffolk Coastal District Council. Mr M Liddell stated there are lots of questions in the document that as Councillors he strongly recommended they should be giving careful consideration to and be forming a response to such questions in relation to what is wanted for Otley. Mr A Ling suggested everyone thinks of questions related to Otley and brings thought to the next meeting. Clerk also shared potential dates for a one to one meeting with SCDC planning. Councillors willing to attend. Definite attendees to be arranged once date in place. Clerk to action and keep Councillors updated.

17.057 Highways

a) Roadworks.org- Clerk has registered for online information regarding road closures and highway matters. Clerk explained how it is a money saving way of sharing information. Clerk to then pass information onto Councillors. Clerk pointed out anyone can register for information if they want to.

b) Stop sign at Gibraltar road/swilland road improved. Clerk to report other sign on main road.

c) Rose House has had another accident whereby damage has occurred to the properties fencing. Mrs V Osborne questioned whether signage needs re-thinking and possible additional signage organised to prevent future accidents. Mr A Ling said he would speak to owners to gain their thoughts on the matter.

d) Mr M Liddell said he had been approached by a member of the village requesting a sign stating 'Slow Horses' for Hall Lane. Clerk to gain information (potentially from British Horse Society) regards gaining/purchasing an appropriate sign. Mrs S Grant expressed a desire for one also on Ipswich Road.

e) Mr M Liddell said village members had reported concern for pot holes on Spring Park. Clerk to report to Highways.

17.058 Rights of Way

a) FTP 61 Post & Dog bin reported. Ref: 4235035. Clerk has spoken to Suffolk County Council to determine where the bin has gone. The post is scheduled to be fixed soon. If the post is renewed and bin is not reinstated then clerk to contact Suffolk County Council again.

b) FTP 2 Stile reported Ref: 4235037 Yet to be informed when this will be done.

c) FTP 54 Railway sleeper reported Ref: 4235038 Yet to be informed when this will be done.

d) Clerk wrote to landowner regards hedge overgrown on FTP25. Clerk requested landowner informs clerk once it has been cut so arrangements for footpath cutting can be made.

e) Footpath sign at the top of the steps in the Gull has gone. Clerk to report as missing.

17.059 County Councillor's Report – Mr T Fryatt contributed to 17.056 c) as this is something he is involved in.

Mr R Vickery spoke to Councillors regarding restructuring of Highways. The new system has been in place since last Monday. Suffolk is now split into three sections: Rougham, Ipswich and East & North Halesworth. Otley comes under Ipswich. The Customer Co-ordinator is Claire Brown based at Phoenix House in Ipswich. 0345 6066171. The same reporting tool can be used online as previously used. Tony Buckingham and David Chinery have moved to East & North Halesworth. The Saxmundham base has also moved to Halesworth. For complex issues Paul Grant and Justin Lewis are the community engineers that can hopefully help. There are four community wardens (Paul Jeffery, Scott Frances, Dan Haseltine & John Burke) out on the roads inspecting roads and engaging with Parish Councils and the public. There is a meeting coming up in the near future to find replacement for Deborah Kadman, Chief Executive of Highways. There were twenty two contenders now down to four.

Mr A Ling gave thanks to Mr R Vickery.

17.060 Community Police Report – Crimes reported in June specifically relating to Otley= 4. The following are shown on the crime map:

Crime on or near Pearl Close- Burglary. Investigation complete no suspect identified.

Crime on or near Vine Road- Other, includes forgery, perjury & other miscellaneous crime. Under investigation.

Crime on or near Ipswich Road- Violence & Sexual Offences (includes common assault, GBH & sexual offences). Unable to prosecute suspect. This could be due to insufficient evidence, prosecution time limit expired, suspect below age of criminal responsibility, victim dead or too ill, and victim declining or unable to support police.

OTLEY PARISH COUNCIL

Crime on or near Newlands- criminal damage & arson. (damage to buildings, vehicles, deliberate fire damage) Investigation complete, no suspect identified.

If anonymising the crime location would lead it to being shown more than 20km from where it actually took place, then these crimes are not shown on the crime map.

Clerk informed Councillors of Sergeant Scott Cullum's departure and that he will not be replaced.

Supervision of the team and district will be shared between sergeants from Ipswich East SNT & Felixstowe SNT.

17.061 Speedwatch Results –Mr Tony Barrett emailed Clerk information regarding latest speedwatch sessions carried out in August. Mr A Ling read out his report. Chapel Road between 5pm & 6pm showed few cars probably due to summer holidays. Most were below 30mph but this could be due to flashing lights warning drivers. One driver reported to be doing 45mph. The Helmingham Road session between 5pm & 6pm showed light traffic but the usual very fast driving and bad driving. Mr Barrett expressed concern for pedestrians using the footpath during this time. (Three separate groups of people were using the road during the hour). Drivers are not giving pedestrians enough space. 120 vehicles reported on each day. 36 recorded speeding but in reality most cars were over the limit. Some are below the speed the camera can record whilst others spot the yellow jackets and brake before an accurate recording can be recorded. 20 drivers over 38mph. 15 drivers over 40mph. 1 driver over 50mph. Mr Barrett is aware of Scott Cullum's departure, he will be monitoring the continued support given to Speedwatch. Mr A Ling thanked Mr Barrett.

17.062 Community Council Report –No specific report received. The next meeting is coming up in September. Mr A Ling to attend. (Attendee to check arrangement for electricity payment for defibrillator being on village hall wall).

17.063 Matters to be brought to the attention of the Council

a) Reform of Data Protection Legislation. Clerk booked onto course as this is an important change that is occurring and Clerk will be more informed to pass on information to Councillors. There is some information already available online that Clerk is looking into- 12 steps to take in preparing. One of which will be appointing a Data Protection Officer. Clerk to keep Councillors updated.

b) Mrs S Grant informed Councillors that Thursday is the start of the consultation period for the building of the under 5's/ Otley Primary School new building project. Representatives from Suffolk County Council will be present. It is open for the public to come and see the plans between 3:30 -6:30pm.

17.064 Councillors' reports and items for future agenda

Mrs J Vaughan sent apologies for being unable to attend the next meeting.

17.065 Date of next meeting – Monday 9th October at 7.30pm in the Village Hall

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

Signed Dated