

OTLEY PARISH COUNCIL

Minutes of Annual General Meeting held on Monday 21st May 2018

Present:

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

The meeting opened at 7:55pm.

18.015 Nomination to Chair Meeting – Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr D Hook

18.016 Acceptance of Office

Chairman - Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr D Hook. Declaration of Acceptance to Office signed and witnessed by the Clerk. Mrs I Lincoln was proposed by Mrs A Lord and seconded by Mr M Liddell as continuation of Vice Chair.

18.017 Appointment of Officers

Otley Community Council representative -	Mr A Ling*
SALC representative -	Mr A Ling*
Responsible Finance Officer -	Mrs R Green*
Service Administrator-	Mrs R Green*
Emergency Planning Officer -	Mr R Ling*

Finance Committee -	Chairman Mr A Ling, Mrs I Lincoln and Mrs V Osborne*
Planning Committee -	Chairman Mr A Ling, Mr D Hook, Mrs S Grant, Mr M Liddell and Mrs J Vaughan*
Rights of Way -	Mr R Ling*
Woodbridge SNT/Priorities Setting Meeting representative-	Mrs S Grant*
SAVID –	Appointment no longer required.
Human Resources-	Mrs I Lincoln, Mr A Ling*.

(* proposed on block by Mrs A Lord and seconded by Mr M Liddell, all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms are all within 4 years so no need to re-sign this year.

18.018 Apologies for absence – Mr T Barrett.

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

18.020 To Co-opt a member to Council – No members to Co-opt to Council.

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

18.022 Minutes of Parish Council Meeting held on 12th March 2018 – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

18.023 Matters arising -

- a) Defibrillator- list of people for VETs working in progress.
- b) Tempodis camera- Mr A Ling thanked Mr D Hook for quickly removing the spray paint and positioning camera back on post immediately. Clerk has emailed contact in Germany for update on request for data recording information and also potential solar batteries. No further response has yet been received. Clerk will continue to chase.
- c) Helmingham Road Footpath-Mr A Ling and Mrs S Grant met with the landowners. Since the meeting an email has been sent to the Clerk stating in principle the landowners have no objection. (Email read to Councillors by Mr A Ling). The Parish Council will formulate a response to the landowners. The Parish Council need to look into who the Landowners' Solicitors are and how much it will cost. The Parish Council will require a fixed cost as spending public money. It will be classed as a permissive path. SALC also to be contacted for further advice on correct procedures. Mr M Liddell also has contacts which may be useful should we need it. It was also raised that a ramp may be required around the area near the BT cabling box. Also pipes for the gulleys. Mr A Ling has a copy of an 'exemplar grant' application. Mrs S Grant also suggested the Masons are another good place to gain a grant if we can prove a need, then they usually try

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and help. Locals are keen to help get the project under way and support the efforts the Parish Council are making.

d) Data Protection Regulations- In order to be seen to working towards compliance Clerk has updated Freedom of Information and used the toolkit guide to create a Privacy Notice (both of which were emailed to Councillors prior to the meeting). All in favour to upload on website and notice boards. Information was received that Parish Councils will no longer require a Data Protection Officer under the new regulations. The main reason that Otley decided to use the DPO Centre was for the Data Protection Officer. Clerk pointed out they had sent an email saying the Data Impact Assessment was on hold due to the new information that had come to light. Clerk hasn't heard anything since and questioned whether the PC still requires them. Clerk is going through the filing cabinet to see exactly what information the PC holds.

18.024 Finance –

a) **It was resolved** to authorise cheques for signature:

Village Hall Hire: £40.00 Speedwatch: £50.00 (authorisation given by email and paid before year end).

SALC membership: £319.86 (authorisation given by email) Heelis & Lodge invoice (last year): £66.00 Also current Heelis & Lodge invoice for this year: £80.00

Proposed: Mrs V Osborne. Seconded: Mrs J Vaughan.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 178.50 (April)

Clerks Expenses: none Proposed: Mrs I Lincoln, seconded: Mrs A Lord.

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

Balances are as follows:	Community C/Acc	£ 1,144.50 CR
	Business premium Acc	£ 8,659.08 CR

Bank Balances confirmed as correct. Clerk showed Chairman print out of balances. Clerk handed Councillors a copy of the Bank Reconciliation. As it's a new financial year a new start balance is shown. Only payment out is SALC membership. An internal transfer of £1000.00 has been made. The first instalment of Precept has been received which is £2,308.51. Bank balances match bank print out. Reconciled at £9,803.58. As a Finance Committee member Mrs I Lincoln has registered for online banking so at least one other person has access to the bank accounts for transparency and financial protection. Clerk awaiting to receive further documentation.

d) **To receive the internal audit report from Heelis & Lodge** – Clerk met with Finance Committee prior to the books going off to be internally audited. The internal audit report was emailed to Councillors prior to the meeting. Clerk praised our auditor for being friendly and approachable.

Cash book, reconciliation of books and bank accounts with supporting invoices and receipts were all in order.

Financial Regulations- including standing orders, financial regulations, payment controls and references to minutes, VAT, cheque book all appropriate and correctly documented.

Under Risk Assessment we are advised to include New Data Protection Regulations as part of Council's risk assessment.

For fulfilment of Transparency Code all documentation required to be published on the website is there.

Budgetary controls, income controls, pay roll controls all satisfactory and everything necessary is in place.

Asset Register is fine as it stands. It could be changed to show proxy value of £1 but this would change the whole format and potentially cause issues at a later date.

Bank accounts for end of year agreed with overall bank reconciliation. The Annual Governance and Accountability Return was presented and the section 'Annual Internal Audit Report 2017/18' has been signed by the internal auditor. No issues were raised by the internal audit.

All in Favour.

Mr A Ling thanked Clerk for her hard work and also quoted internal auditor stating Heelis & Lodge were very lucky to have Otley Parish Council to audit.

e) **Acceptance of year end accounts and annual governance statement** – The year end submission to the External Auditors- PK Little John LLP, incorporating the Statement of Accounts and the Annual Governance Statement was presented by Mrs R Green and discussed in full.

i) Otley Parish Council considered the findings of the review of Section 1 Annual Governance Statement. Mr A Ling read the statements to councillors. **It was resolved** to approve and accept them in their present form.

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ii) The Responsible Financial Officer- Mrs R Green signed and dated Section 2 Accounting Statements 2017/18 for Otley Parish Council. It was then presented to Otley Parish Council. Councillors considered the Accounting Statements 2017/18. **It was resolved** to approve and accept this in its present form.

iii) The Certificate of Exemption was signed by the Clerk and Chairman and also the supporting notes for year end. **It was resolved** that this be accepted in its present form.

Proposed: Mrs J Vaughan. Seconded: Mrs I Lincoln. All in favour.

iv) Clerk to then send off to PK Little John LLP by 11th June 2018. There will be a 30 day 'Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return' which must include the first ten days of July. Otley Parish Council's date will begin 2nd July-10th August 2018. Members of the public can contact the Clerk to see last year's books. Documents will be available on the parish council website (otley.onesuffolk.net) as part of the transparency code.

f) EACH have written to the Parish Council requesting a donation. **It was resolved** that the Parish Council would not make a donation at the present time.

18.025 Planning –

a) To receive planning decisions:

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.

Application Permitted 20/03/18

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.

Application Permitted 29/03/18

Ref No: DC/18/0062/LBC received date: 13th 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: 1st February 2018.

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

Application Permitted 07/03/18

Ref No: DC/18/0304/FUL received date: 26th 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: 14th February 2018

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

Application Permitted 07/03/18

Ref No: DC/18/0573/FUL received date: 24th 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: 14th 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: 18th March 2018.

The Parish Council submitted no objection to this application.

Application Permitted 28/03/18

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Ref No: DC/18/1286/FUL received date: 4th March 2018

Address: Woodhurst, The Green, Otley, Suffolk.

Proposal: Proposed demolition of existing dwelling and outbuildings and erection of replacement dwelling and detached cartlodge.

Date for submission of comments: 23rd March 2018.

The Parish Council submitted no objection to the application.

Application Permitted 09/05/18

b) To consider the following planning applications: none.

18.026 Highways

a) Tyres on highway along Gibraltar Road reported and now gone.

b) Underlay dumped on Helmingham Road reported to SCC, hopefully will be gone in near future.

c) Broken kerbing and uneven paving reported at Helmingham Road, IP6 9NR.

d) Travellers Road has a large pothole requiring filling. Clerk to report.

e) Subsidence of road requires reporting outside Wood Farm Helmingham Road. Clerk to report.

18.027 Rights of Way

a) Footpath sign on Gibraltar Road reported and now replaced.

b) Further dog fouling complaints in the village. Signs to go up now weather is better. Reminder on face book and website. Continue to monitor.

c) RC Contracts to begin first grass cut end of May beginning of June, weather permitting. Clerk explained she hadn't heard from SCC regards P3 scheme. Email had been sent to wrong address. Information has now been sent through and Mr R Ling has looked at it.

d) Reuban's Wood – footbridge requires reporting again. Clerk to action.

18.028 County Councillor's Report – Cllr T Fryatt and Cllr R Vickery shared their reports at the APM earlier.

18.029 Community Police Report – Police statistics were reported to Councillors at the Annual Parish Meeting earlier.

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

Bad weather and early sunsets meant we were unable to carry out any checks until March

There continues to be very fast traffic on Helmingham Rd with a typical haul of 50 drivers an hour, doing around between 36 - 50mph. This is despite cars flashing a warning to other drivers. We have had reports of warnings being given all the way from the A12. This of course has the added advantage that our one set up ensures that the roads are safer for miles around. However, this stretch of road is extremely dangerous for pedestrians and cyclists and isolates houses and the pub from the rest of Otley.

Chapel Rd also suffers from speeding but it tends to be just a few isolated drivers. Most drivers keep reasonably to the speed limit

There have been constant changes to police personnel who run Speedwatch, obviously due to there budget restraints. However, although there is less time supporting Speedwatch the response to our data continues to be good with the letters being sent and where necessary visits being made. It is also clear that the police use our data to target speed traps, with at least a couple being carried out near the pub.

At the moment a number of the other groups have stopped working. It seems that most groups have one person who keeps it going and if they stop it all falls apart. The good news is that this means we get the camera for several weeks at a time and it would be nice to take advantage of this with more volunteers. We have 7 regular volunteers in Otley Speedwatch but they tend to be busy people who can not do a session every month. If we had more volunteers we could run more sessions. .

18.031 Community Council Report –

a) Mrs V Ling's report was read earlier at the APM. Next Community Council meeting is 13th June, Mrs J Vaughan to attend.

b) A resident has also reported concern for the damage that was done to the Wild Meadow on the playing field. (e-mail read by Mr A Ling). The resident has requested that a committee is required to take on the care

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of the meadow and surrounding area which it deserves. Due to changes in the Community Council Committee the key member who previously did so no longer can and a replacement is yet to be found. The resident has suggested the Parish Council could take this on. Councillors recognised the valid points raised but feel because the meadow is on Community Council land it is up to them to deal with this issue as they see fit.

18.032 Matters to be brought to the attention of the Council

- a) The Parish Council website will no longer make the Church Times available online, only the Grapevine. This request has come from the Church who publishes and produces the magazine. It will still be possible to purchase the Church Times at a small cost.
- b) A letter was received from Norfolk Constabulary regarding the damaged grit bin the Parish Council reported. The driver who caused the damaged is required to attend a driving awareness course. Although a name was given on the letter no further information was offered regards gaining reimbursement for the damaged grit bin.
- c) FFY carried out a litter pick on 16th May around the village. Clerk to write a letter of thanks to Leaders of FFY, the youngsters and Mrs P Sunaway for arranging all the equipment.
- d) Clerk asked if the tree logo for the Parish Council was significant or could it be updated. Councillors agreed the Otley Village sign would be more appropriate. Clerk is also aiming to add some images to the website to make it more personal to Otley.

18.033 Councillors' reports and items for future agenda – none.

18.034 Date of next meeting – Monday 9th July at 7.30pm in the Village Hall

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

Signed Dated