**OTLEY PARISH COUNCIL**

**DRAFT Minutes of Parish Council Meeting held on Monday 16th January 2017**

**Present**:

Clerk: Mrs R Green

Chair: Mr A Ling

Councillors: Mr R Ling, Mr M Liddell, Mrs S Grant, Mrs A Lord, Mr D Hook, Mr T Fryatt

The meeting opened at 7.30pm.

**16.097 Apologies for absence** – Mr I Lincoln, Mrs J Vaughan, Tony Barratt.

**16.098 Declarations of interest to items on agenda** – none.

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

**16.100 Minutes of meeting held on 12th December 2016** – it was resolved that the minutes of the meeting circulated to all members, be signed as a correct record. All in favour.

**16.101 Matters arising –**

a) Clerk received guidance on points to consider when thinking of purchasing a defibrillator and installation guidance but no actual costings. Mr R Ling to contact James Begley again and request costings to be sent out.

b) Casual Vacancy-Closing date wasn’t actually 16th January but 14 days after 16th December. Clerk received letter from SCDC saying there have been no applicants. The Parish Council are able to co-opt a new member. Mrs V Osborne has come forward as replacement for Mr P Whiffing. All in favour. Clerk to invite Mrs V Osborne to next meeting and prepare appropriate documents for a new member.

c) One spade required for Winter Gritting volunteer. Clerk showed Chairman examples of suitable spades. It was resolved to purchase a spade up to a maximum of £20.00. Proposed: A.Lord Seconded: Mrs S Grant. Clerk to action. Mr R Ling also suggested a new yellow grit bin may be a beneficial purchase to be positioned near gypsy lane. After considering the options Clerk had researched, it was resolved to purchase a grit bin up to a maximum of £200.00 inc VAT. Proposed:Mrs S Grant Seconded:Mrs A Lord. Clerk to action.

d) Clerk updated Councillors on external audit arrangements. This year (2016-17) BDO will continue to do external audit as in previous years. New Audit arrangements will begin 2017-18 Smaller Authorities’ Audit Appointments Ltd have announced who is the external auditors for those ‘opting- in’. Waiting for this to happen has narrowed the opportunity for those ‘opting-out’ to make own arrangements. BDO is not one of the companies being used for new audit arrangements. Clerk still trying to get hold of BDO to establish if they can continue as External Auditors, calls not being answered or returned. (Last meeting Tony Fryatt said he would email clerk with an external audit contact which he did and this was BDO). Clerk has also emailed Heather Heelis for advice, awaiting a response.

Mr M Liddell questioned whether PC should go back to NALC and ask to ‘opt in’ due to difficulty in finding an external auditor. It was agreed that Otley PC would continue with ‘opting-out’ and continue with appointing an external auditor for now as there is still a little time left. All in favour. Clerk to continue updating councillors on progress before submitting Appointment of External Auditors Certificate by 30th January. Clerk to forward details from SAAA which were received yesterday to all Councillors.

**16.102 Finance** –

 a) **It was resolved** to authorise cheques for signature and bank transfers since the last meeting (authorisation given by email when invoices were submitted): Disability Advice Service £100.

 b) **To receive and approve payments since last meeting**: Clerks salary £90.50 (Day 6 Keeping in Touch) Clerks expenses £4.79 (stamps & cards). Proposed: Mr R Ling Seconded: Mrs S Grant

 Since writing the agenda additional invoices have been received- Scouts Donation for refurbishment of Hut £700.00. Newlands License: £42.88 (last year it was £41.96) Proposed Mrs S Grant and seconded Mr M Liddell.

 c) **To receive the Financial Report from the RFO included balances at bank** –

 Balances are as follows : Community C/Acc £659.44 CR

 Business Premium A/C £8,154.28 CR

 A copy of the account reconciliation was handed out to each councillor. Since writing the agenda Clerk has transferred £300.00 from savings account to community account (15/01/17), hence slight change in bank balances. Clerk showed Chairman print out of bank balances for both accounts. SCC said no change on the P3 money so should still receive next year. Clerk will be preparing for VAT return soon. Precept letter sent requesting £4,526.49

 Standing Orders, Financial Regulations and Asset Register require updating. Clerk working on this ready for approval at the next meeting.

**16.103 Planning** –

 a) **To receive planning decisions**:
 Ref No: [DC/16/4900/FUL](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 26th November 2016
Address: **Ambleside, Chapel Road, Otley**Proposal: Proposed single storey rear extension and flat to roof conversion and associated works.
Date for submission of comments: 15th December 2016
The Parish Council submitted **no objection** to this application. **Awaiting decision.**

Ref No: [DC/16/4112/OUT](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 28th October 2016
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: 15th November 2016
The Parish Council submitted **objection** to this application. **Application refused.**

Ref No: SCC\0251\16
Address: **Otley Under Fives Centre, Otley Primary School, Chapel Road, Otley.**
Proposal: Retention of unit used by Otley Pre-School.
Parish Council to respond 21 days of the date of the letter-23rd November 2016 to Suffolk County Council. The Parish Council submitted **no objection** to this application. Decision: **Registered.**

DC/16/4970/ARM received date: 8th December 2016

Address: Hillview, Church Road, Otley.

Proposal: Condition No.2 (c) Hard and Soft Landscaping

Date for submission of comments: 26th December 2016

The Parish Council submitted no objection in principle but concerns were raised based on comments from councillors and residents. **Awaiting Decision.**

Clerk to contact Ben Woolnough, case officer and gain update on application and comments raised by Parish Council.

b) **To consider the following planning applications** :

 DC/16/5350/OUT received date: 24th December 2016

Address: Land Adjacent to The White Hart Inn, Helmingham Road, Otley.

Proposal: Erection of detached dwelling.

Date for submission of comments: 12th January 2017

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

c) Cllr T Fryatt mentioned that ‘infra-money’ would be available for building projects around April time. Mr M Liddell said this could be helpful for Otley Primary School. District Council collect the money then it is given in phases rather than one lump sum. Mr A Ling asked how to apply. Cllr T Fryatt responded that county will write to you and say you’re entitled.

**16.104 Highways -**

 a) Update on Footpath along Helmingham Road from Ipswich Road to White Hart Pub. Clerk could find no further documentation around the time when the footpath towards the church was created. Clerk has contacted previous clerk, Mr R Treloar but unfortunately he had no further specific information other than minutes of 2009 which referenced looking into having a footpath. Clerk to speak to Mrs J Vaughan in case she has any further information.

 Councillors questioned whether they could do something themselves to level off. Gulleys could be a problem as could gaining permission from Highways. Look at in the spring.

**16.105** **Rights of Way** –None

**16.106 District Councillor’s Report** -

Cllr Tony Fryatt spoke to Councillors about recent changes and developments.

Mr A Ling thanked Cllr Fryatt for his time and contributions.

East Suffolk House

First Cabinet meeting was held in the new building. Proposed changes discussed for changes to beach huts. 160 members of the public attended. Woodbridge Library are now offering an extensive range of services including planning information and housing people.

Budget Setting

Much time has been spent setting budget for 2017/2018. There are some important and challenging changes in funding for local councils which have to be taken into consideration. Big spends are care homes, highways, schools and police. Cllr T Fryatts budget only a very small part.

Sizewell C

Following on from the round of public meetings for the stage 2 proposals put forward by EDF Energy, feedback has been given consideration and response made. Decisions will be made by 3rd February. Potential problems along the A12 and with a park and ride at Wickham Market/Hacheston. An increase in lorries is not wanted so cameras could possibly be installed to make sure lorries over 3.5 tonnes don’t use. Debates have been going on regards accommodation for the workers of Sizewell C. It will take 10-12 years to build. Not likely to start for another 5 years. Once complete it should provide 7% of English energy supply.

Creation of a new single authority for Suffolk Coastal & Waveney Districts.

The two Cabinets are working on proposals to create a combined authority for both Districts. This follows the favourable response received from the opinion polling and public consultation. 92 councillors needs to drop down to about 50. Wards will change but not until 2019. Proposals need to go to government which are currently in preparation. Mr M Liddell asked why Suffolk Coastal has merged with Waveney. Cllr T Fryatt explained Waveney was a slightly less affluent council compared to Suffolk.

**16.107 To receive the Police Statistics from the Police website**
a) Clerk had obtained some information from website regarding crime in the area. During November there had been two reports of crime at Otley College. One Public Order offence, which is under investigation. One Vehicle Crime, investigation completed and no suspect identified. There was also a report of criminal damage & arson along Church Road which is under investigation.

Information is approximately 3 months behind present date.

b) Mobile Police Station dates on noticeboards.

**16.108 WSNT Priorities Setting Meeting Updates/Speedwatch results** –

a) Concern was shown for burglaries occurring in the area. Mrs S Grant talked about home owners having suitable padlocks and that there are ones available with an alarm for approximately £9.00. Mrs S Grant to ask Police what can be done to help home owners in our community to protect their property. Clerk has put up posters encouraging home owners to be more vigilant and simple measures to keep their property safe.

b) Anne Powell (Safer Communities Officer for Suffolk Police) has sent details on how to register for Police Connect, a messaging service that lets the pubic know what is happening locally. Clerk to register and also put information on website.

c) Clerk has emailed Clerk at Westerfield stating OPC are happy to pay ongoing costs for shared speedwatch equipment however for transparency on both sides an itemised invoice would be required.

d) Tony Barrett informed clerk no current information to give. Speedwatch to begin again in February.

**16.109 Community council Report**

Next meeting is 8th March. Mr A Ling to attend.

**16.110 Matters to be brought to the attention of the Council** –

a) Clerk to write a letter to Laurence Homes asking if they can make any land available for additional burial ground on the north side of the church.

b) Clerk has spoken to three local business’ regards gaining quotes for the refurbishment of the Notice board outside the Doctors. All showed interest but nothing has been given on paper yet. All said work would need to be done when weather is warmer.

c) Email received from Mr & Mrs Osborne regards concern for overtaking traffic on B1079 once new 40mph limit in place. Clerk has already contacted Derek Olham at Highways. Swilland & Witnesham Parish Council have also raised concerns. David Chinery(Highways) has been looking into this. Clerk to monitor progress on issue.

d) Letters of thanks from church for £500 donation for restoration work and from the Baptist Church for their annual donation. Letters read by Mr A Ling.

**16.111 Councillors reports and items for future agenda** –

a) Mr D Hook asked what was happening regards the railings around the bus shelter. Clerk to action.

b) Phone Box- Joe Blackmore will be objecting to removal of the BT phone based on usage and the petition.

**16.112 Date of next meeting** – Monday 13th March 2017 at 7.30pm Otley Village Hall

With no further matters to discuss the meeting closed at 8:55pm.

Signed ……………………………………………………………………………….. Dated ………………………………………………..