

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 15th January 2018

Present:

Clerk: Mrs R Green

Chairman: Mr A Ling

Councillors: Mr R Ling, Mrs S Grant, Mrs J Vaughan, Mr M Liddell, Mr D Hook, Mrs V Osborne, Mrs A Lord, Cllr Mr T Fryatt

The meeting opened at 7:30pm.

17.098 Apologies for absence – Mrs I Lincoln, Mr T Barratt, Cllr R Vickery.

17.099 Declarations of interest to items on agenda – none.

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

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

17.102 Matters arising -

a) Defibrillator update- Awareness Session going ahead tomorrow evening-16th January 2018. Approximately 30 people booked in, plenty of space for those who turn up on the night. Refreshments purchased. Mrs S Grant, Mrs J Vaughan and Mrs V Osborne to help with refreshments on night and setting up. Mr A Ling also helping to set up and introduce evening. Clerk made suggestion of speaking to FFY (Fun For Young, Youth club in Otley) as they have a First Aid Evening on Wednesday which would tie in with informing them about the defibrillator. Clerk to speak with FFY leaders and arrange.

b) Potential costings for tempodis camera to record data- Clerk received information from Mr D Hook and has emailed to contact in Germany. They are now referring it to their appropriate department. Clerk waiting to hear back. Radarlux in Germany are looking into it.

c) Footpath to the White Hart Pub from Ipswich Road. Mrs S Grant has spoken to land owners along this stretch of road, explaining what the Parish Council would like to do. The question arose as to whom would take responsibility if someone had a fall on the footpath? Cllr T Fryatt said if the path was a permissive one then the land owner would be responsible but Parish Council would need to take out insurance for liability as it wouldn't seem fair on the land owner. Clerk informed Councillors the response so far, that Highways were not planning on constructing footpaths in the area due to financial restraints. Clerk has replied to the Area Manager correcting Highways of the Parish Council's intentions to construct footpath themselves and seeking permission. Councillors agreed this is not going to be an easy project and are willing to pursue further. It was mentioned that the type 1 gravel was not a particularly pleasing look. Type 1 was suggested for the easy of compacting and ideal for pushchairs using the path. Parish Council to continue investigating cost of carrying out the work and cost of insurance.

d) Reform of Data Protection Legislation update- Clerk has received email from SALC asking for interest in accessing a DPO. Clerk to respond that Otley Parish Council are interested in what SALC can access on the Parish Council's behalf. Potential costings have been included in the budget.

17.103 Finance –

a) **It was resolved** to authorise cheques for signature: Disability Advice Service £100.00 Proposed: Mr M Liddell Seconded: Mrs J Vaughan.

b) **To receive and approve payments since last meeting:** Clerks Salary: £105.00 (Dec) Clerks Expenses: £37.05. Also received today, Newlands Licence £44.55. Proposed: Mrs I Lincoln, seconded: Mrs V Osborne. Clerk asked Councillors if they would like to give the additional £150.00 to St Mary's Church since the standing order of £100 went out the account in October so they receive the total £250.00 this financial year or wait until October to give full £250.00 It was resolved to give the Church the additional £150.00. Clerk to arrange cheque. Proposed: Mrs S Grant Seconded: Mr D Hook.

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

Balances are as follows:

Community C/Acc	£ 1,047.00 CR
Business premium Acc	£ 7,346.91 CR

Balances confirmed as correct. Clerk showed Chairman print out of bank balances, matching above. Clerk gave bank reconciliation sheet to Councillors. Clerk informed Councillors there has been very little change since the December Parish Council meeting. ICO cheque has now been cashed and Clerks salary for December. Royal British Legion cheque still to be cashed.

d) Precept request has been made for £4,617.02. A 2% increase from last year's precept which was £4,526.49. Clerk emailed and posted a copy of request. No acknowledgement is received. Mr T Fryatt said he would pass this on. Clerk suggested just an automated response like when a planning application response is sent to SCDC would be sufficient.

e) Budget- Clerk had emailed Councillors prior to the meeting with the changes discussed at December's meeting for the budget 2018-19. Following on from this, Councillors gave email responses to the changes and Clerk has amended accordingly. The budget now shows a £3,000.00 allocation for Village Projects/Grants. £280.00 for the Data Protection Costs. This leaves the end of year potential balance in credit by just over £300.00. **It was resolved** to approve and accept the Budget 2018-19. Proposed: Mrs A Lord. Seconded: Mrs V Osborne. All in favour.

17.104 Planning –

a) To receive planning 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.

Awaiting decision, not available online yet.

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. Appeal has been dismissed. 14/12/17

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.

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.

Awaiting Decision

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Ref No: [DC/17/5063/FUL](#) received date: 8th December 2017

Address: **Goldsmiths Barn, Thompsons Lane, Otley Suffolk.**

Proposal: New Entrance Lobby

Date for submission of comments: 26th December 2017

The Parish Council submitted **no objection** to this application but one councillor felt it looked out of character which was mentioned in the response.

Application Permitted 03/01/18

b) To consider the following planning applications:

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

Clerk explained to Councillors that she had spoken to the case officer regarding this application and it was a technical formality that the application had come through again with a slightly different proposal. The case officer explained it was to do with the land not being residential, and therefore needs to change in order for the proposal to go ahead. Councillors are happy for Clerk to reply to SCDC 'no objection'

Since writing the agenda the following applications have been received:

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.

Ref No: DC/18/0065/FUL received date: 13th 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: 1st February 2018.

As the applications have only recently been received it was resolved to allow Councillors time to look through the applications independently then inform Clerk of any comments via email. Mr A Ling suggested Planning Committee allow plenty of time to look through the applications above as both are detailed.

17.105 Highways

a) Stop sign on Chapel Road/Church Road- response received from Highways and no further action needed at present.

b) Grit Bin on Ipswich Road-Clerk has been in touch with insurance company since last meeting and excess is higher than the cost of a new grit bin. Clerk is now following up with the Police in the hope they will be able to liaise between the car owner and the Parish Council so the Parish Council can be reimbursed. It was resolved to reposition the new grit bin to avoid being hit in the future.

c) Clerk has requested more grit for Ipswich Road opposite North Cottages.

d) Temporary Traffic Regulation Orders- Procedures for Notifications are now via email through www.roadworks.org. This is the information Clerk normally receives when a road is closed.

e) Resident complaint regards open reach and cutting back branches. The resident has written to Open reach and a response from an employee in the 'Higher Level Complaints Customer Resolutions' team is investigating the matter. Mr T Fryatt commented that Fly Tipping is the land owner's problem to unfortunately deal with however, this is not really fly tipping and he'd like to think that Open reach will do something to sort the matter out. Councillors were surprised that the branches cut were not shred in a 'chipper'. Clerk to also complain about the situation as branches and debris from cutting all round the village had been left including along Helmingham Road & Chapel Road.

f) Clerk has received an email stating Highways will be carrying out road repairs and vegetation clearing along Ipswich Road and Gibraltar Road, Otley. January/February 2018. (due to start 31st January for 3 days). This is necessary to improve the existing road surface and prepare for surface dressing taking place at a later date. Councillors state that Thompsons Lane is also in very poor condition. Clerk to request if Thompson's Lane could be extended to the works being carried out on Ipswich Road/Gibraltar Road.

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g) Fallen trees and leaning national speed limit sign on Church Road leading towards Otley Bottom has been reported, awaiting a response.

h) Horse Sign- Clerk received an email back regarding a horse sign for Hall Lane & Ipswich Road. It suggested that Parish Council contact the council. This may not be as easy as first thought to be able to get a sign put up. If there was a Riding School this would show a higher level of Horses in the area and therefore a sign would be given. Mrs A Lord believes there are approximately eight movements of horses throughout the day along Hall Lane. Clerk has found various signs on the internet which would be ideal. Clerk is currently checking with Highways as to whether permission is required to put up our own sign. Clerk said a printed sign which is laminated could be a temporary solution until something more substantial can be obtained.

17.106 Rights of Way

a) The bridge on the footpath between Spring Park (FTP23) and Hall Lane (FTP22) has been reported.

c) The Sleeper bridge between Reuban's Wood and Lings Farm needs replacing. The two sleepers go over a deep ditch, there is no chicken wire for feet to grip or hand rails. Ideally a proper bridge is required. Clerk yet to report as required confirmation of exact position. Footpath number given so can now be reported.

17.107 County Councillor's Report –

Mr T Fryatt informed Councillors of various updates, some of which he may have already shared at the last meeting as it wasn't that long ago.

SCDC are taking over managing parking, off street and on street, Scale of charges increasing. Hamblin Road, Woodbridge is currently 30mins for 50p which will stay the same, £1 per hour and will go to £1.20 per hour. 2 hours currently £1.50 this will increase to £1.80. There will be no change from the machines. Even with the price increase this is still cheap compared to other places. It is important to keep charges cheap to encourage people to still come to Woodbridge.

Green waste- By April the cost will be £43.00 per year for households. It will not be compulsory and people can opt out and dispose of green waste independently. There will be an opportunity to apply for a larger bin 240litres. Mr T Fryatt talked of food waste not being processed in the same way as other green waste.

Broadband- 'Suffolk Better Broadband' project, £250,000 to invest in infrastructure so everyone gets faster broadband. Aimed at 2/3% of households not getting faster broadband. The aim is to create a map identifying those in need. Mrs J Vaughan to post on face book to find out if residents in Otley are having any problems. Clerk to then pass the information on.

Mr T Fryatt sat on the planning committee meeting for the Adastral Park application. This has been permitted and is now going ahead.

Mr T Fryatt stated he has some money left in his grant which can be given to communities as long as it is a benefit to the community. The scheme would require submitting a business plan. It was suggested the village hall needs new lighting, village hall toilets could do with a make-over and Scouts could possibly benefit from additional money for scout hut improvements. Mr A Ling will speak with Mrs V Ling regards village hall.

Mrs A Lord questioned Mr T Fryatt regards free school transport to children's local school. He believed children should be entitled to transport. He stated roads like B1078 are not equipped for children to travel to school without a bus. Mrs A Lord asked how to take a petition of 5,000 names to the next level. Mr T Fryatt recommended going to MP- Dan Poulter; make an appointment to see him in his surgery in Framlingham. Mrs A Lord thanked Mr T Fryatt.

Mr A Ling thanked Mr T Fryatt for his report and input to the meeting. (Mr Fryatt left the meeting at 8:15)

No report received from Councillor R Vickery due to illness.

17.108 Community Police Report/WSNT Priorities –No crimes to report for November 2017. Priorities continue to be 'Anti-social behaviour around the Pavilion in Martlesham'. Mrs S Grant informed Councillors that since the reshuffle there have been no meetings. Once up and running again Mrs S Grant will attend and inform councillors of any updates.

17.109 Speedwatch Results – none to report. Mr T Barrett has informed Clerk that due to weather and light speedwatch is on hold for the moment. Up and running again in March.

Mr A Ling thanked Mr D Hook for maintaining and moving the VAS camera around the village.

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17.110 Community Council

There has been no Community Council meeting since the last Parish Council Meeting. The next one is 13th March. Mrs J Vaughan to attend on Parish Council's behalf. There will be a fete meeting on 23rd January, 8pm at the White Hart Pub. All welcome.

17.111 Matters to be brought to the attention of the Council:

- a) Clerk received email from ITV regards a new programme speaking to Grandparents and their grandchildren. Mr Ling read email. Nobody could suggest anyone suitable.
- b) Suffolk Coastal Disability Forum has produced a 'Guide to Accessible Transport in Suffolk Coastal' It is aimed at those with disability and impairment. It includes community transport. Clerk will add relevant bits for Otley to the website and notice boards.
- c) Clerk would like to revamp contact list for various organisations in the village. Some names she was unsure of who they were. Councillors helped establish which groups are still running and who may be running them.
- d) Electoral register is ready for collection. Clerk will pick up when next in Woodbridge.

17.112 Councillors' reports and items for future agenda

- a) Mrs J Vaughan informed Councillors that the wreaths had been recycled and will be used with the children at the school. It was also suggested could the wreaths not be recycled every year if looked after and then a donation still given to Royal British Legion as this would be more environmentally friendly.

17.113 Date of next meeting – Monday 12th March 2018 at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 8:45pm

Signed Dated